

Idaho State Elks Association Convention Handbook



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Introduction

This manual is designed to provide state officers, committee chairs, lodge convention coordinators and others with specific and concrete information related to running the ISEA Summer Convention and Winter Training Session. It includes:

- General considerations for the type of event you might want to host.

- General due dates.

- Timelines / TIC sheets for various meetings.

- Responsibilities for the State Association and Local Lodge Hosts.

- Aspects related to protocol.

- Information related to various components within the convention.

There are distinct differences between the Summer Convention and Winter Training Session meeting. **It is important to understand and determine if your local lodge has the logistics to handle the appropriate event.** Throughout this document, you will find a lot of information. Make sure you review all sections (Especially the Convention Site Considerations Found on Page 5) thoroughly **BEFORE** even considering hosting a Summer Convention or Winter Training Session.

While no one can guarantee a profit for a convention, good planning and proper communication with the State President and the Convention Sites Committee will go a long way toward insuring a financially successful venture.

First Thing to Note

Lodges considering hosting a convention or winter training session must terminate ALL smoking within the facility at least one month before the meeting date. This requirement is non-negotiable and applies to lodges with smoking rooms.

Convention Site Considerations

The Summer Convention and Winter Training Session are different and require a different approach to ensure success. Each has different goals.

Summer Convention:

The Summer Convention, while having long business session meetings includes several major social events. Further, different logistics are required for sessions such as the memorial service, instillation of officers, as well as candidate's parties, incoming president's party, spouse's meetings and luncheon, rooms for dignitaries, off site visits, etc.

Winter Training Session:

In contrast, the Winter Training Session has a limited number of short general business meetings and social events. Instead, the Winter Training Session focuses on training Leading Knights, Secretaries, Trustees and others from local lodges as well as state officers and trustees. The logistics are considerably more complex, **requires considerable attention to detail and significantly more planning** than a summer convention. This training also requires both large and small rooms for simultaneous presentations / meetings.

Details for both types of conventions including tic sheets with timelines are included later in this document.

Convention Sites Committee

Background

The President-Elect, pursuant to Article II of the Idaho State Elks Association, Inc. constitution, will appoint a Convention Sites Committee to be composed of all vice-presidents and three (3) past presidents of the association, with duties as follows:

- (1) Selection of convention sites and dates for both summer and winter meetings a minimum of three (3) years in advance;
- (2) Review for revision and/or final approval a tentative program and schedule along with a justifiable registration fee, as presented by the host lodge, not less than four (4) months prior to the meeting;
- (3) Define to the host lodge what their responsibilities are for the meeting and inform them of what to expect from the state association.

It is the duty of this committee to examine the qualifications of all lodges within the state association's jurisdiction that desire to make bids for hosting the summer

convention or the winter training session. Qualifications at a minimum must include but shall not be limited to the following:

1. Ensuring sufficient hotel or motel accommodations are convenient to the convention center and comfortably house approximately three hundred (300) delegates and their spouses or friends for the duration of the convention.
2. Ensuring there is enough space to accommodate delegates assembled for business sessions, special meetings, training break-out sessions, banquets, and social activities. These spaces are not necessarily limited to the host lodge's facilities.
3. Ensuring additional restaurant facilities are conveniently available to the delegates attending such conventions.

After reviewing the qualifications of the bidding lodge, the committee in a prepared report shall make its findings known to the delegates assembled at each annual meeting of the Idaho State Elks Association, Inc. which shall be read and made a part of the minutes of said meeting.

Having heard the report, the President shall call for a vote from the delegates assembled and such bids shall then be approved or disapproved. The meeting sites shall be determined for the next three (3) succeeding years in regular rotation of the three convention districts as set forth in Article III, Section 1, of the Constitution (unless otherwise noted and approved by the membership).

The committee will set up their first interview with the host lodge convention chair at least three (3) years (prior to the scheduled convention (e.g., The chair for the 2018 Summer Convention will appear before the Convention Sites Committee at the Summer Convention in 2015). This will insure that the host lodge understands its responsibilities. Additional meetings will then occur at each summer convention or winter training session to ensure the host lodge is making adequate progress.

It shall then be the duty of the Convention Sites Committee to transfer the assigned responsibilities from the Idaho State Elks Association, Inc. to the host lodge for the successful conduct of the convention. However, during the final year before the convention or winter training session, it shall receive a verbal or written report each month addressing specific attributes related to the event.

Duties and Responsibilities of the State Association

These are some duties and responsibilities for the State Association at the Summer Convention and Winter Training Session. More detail will be provided in check off sheets located later in the document.

- A.** The President or First Vice President, through the State Secretary, will send out the official notification of the place and date of the convention. A tentative schedule of events may also be sent at their discretion.

- B.** The President working with the First Vice President will arrange for and extend an invitation to the "Keynote" speaker. (This invitation is coordinated and with the State Sponsor).

- C.** The President will arrange for the Third Vice President to give a response to the "Welcoming Address" of any city officials.

- D.** The President through the host lodge will extend invitations to special guests - Senators, Representatives, Governor, other state presidents, etc. as the President deems appropriate.

- E.** The President will advise the host lodge and or winter training session coordinator of the hours for business meetings. This must be done well enough in advance for designing and printing of the convention registration form and meeting schedule in the convention program.

- F.** The President will advise the host lodge or winter training coordinator of special meetings that should be included in the program; (i.e. State Project Board of Directors, District Deputy meetings, Trustees, and Officers meetings, etc.). If any of these meetings are to be scheduled concurrently with luncheons or breakfasts, the host lodge should be advised so they can plan for special rooms, meals, etc.

- G.** The President will notify the host lodge of any special transportation arrangements which will be required (i.e. meeting airplanes, transporting dignitaries from hotels to the convention site, etc.). There are further instructions related to this topic located under Jobs of Duties and Responsibilities of the Host Lodge.

- H.** Using the Protocol Manual, the President or a delegated representative will specify to the host lodge the seating arrangements for the Saturday night banquet. The President may designate the host lodge make the seating arrangements, but it is the responsibility of the President to have final approval the arrangements. More information about banquet seating is found in the Protocol Section of this document.
- I.** The President (working with the State Sponsor) must specify to the host lodge the number of Grand Lodge dignitaries as well as other guests who will be attending the convention. This is to allow the host lodge to make proper arrangements for housing and registration.
- J.** The President, Vice President of the host district, Winter Session Training Coordinator (if applicable), and the Host Lodge must receive final approval from the Convention Sites committee for the program, registration fees, etc. at least four months prior to the scheduled convention dates.
- K.** The State Association will assume the responsibility for payment of registration fees, housing fees, etc. for designated VIPs as directed by the ISEA Board of Trustees.

Duties and Responsibilities of the Host Lodge

These are some duties and responsibilities for the Host Lodge. More detail will be provided following this section.

- A.** The host lodge must present an initial proposal three years in advance to the Convention Sites Committee indicating their willingness to host the convention.
- B.** The host lodge should have a chair or co/chairs identified at this initial meeting.
- C.** The host lodge must have the convention chair or representative (e.g., Exalted Ruler) in attendance to meet with and update the host lodge's progress with the Convention Sites Committee at each summer convention or winter training session up to, and one event following the event they host.
- D.** The host lodge will organize such committees as are deemed necessary to address the following areas necessary for the convention. At a minimum, areas to address include:
 - 1. Housing.
 - 2. Convention Budget Committee.
 - 3. Registration Documents / Publicity / Website notice/ Newspaper article / etc.
 - 4. Advertising / Donations.
 - 5. Office Registration /Bookkeeping.
 - 6. Convention Registration Packet Materials/Name badges, etc.
 - 7. Desk Registration Staff the Convention Hotel and / or Host Lodge.
 - 8. Convention Programs.
 - 9. Gift baskets for the State Sponsor, Visiting PGER, SDGER, invited GL Committee Chairs, Out of State Visiting Presidents, others.
 - 10. Decorations for evening dinners, hotel, etc.
 - 11. Transportation.
 - 12. Session meeting set up and tear down.
 - 13. Special door prizes.
 - 14. Public address and recording systems.
 - 15. Outside social activities to be held during the convention (Fishing, golf, etc.).
 - 16. Spouses Luncheons and Meet and Greet events.
 - 17. Friday and Saturday Night Entertainment (Casino nights, Karaoke, band, etc.).
 - 18. Betty Hise Organization.

19. Food Service.
20. Staffing for the lounge, meals and cleanup.
21. Other.

Position descriptions for each position are found later in this document.

- E.** The host lodge will determine reasonable registration fees and prepare a final proposal for presentation to the Convention Sites Committee one year before the convention they will host. This proposal will include a breakdown of:
- a. Registration and Partial Registration fees (business sessions only).
 - b. Hotel charges.
 - c. Meals and charges not included in the registration package.
 - d. Spouses Luncheons and Golf (if applicable).
 - e. Special functions (e.g., Past State President's meeting).
 - f. Beverage charges.

Sample registration packets are provided for each convention in Appendices 1 and 2.

- F.** The host lodge will distribute convention publicity to all lodges as soon as practical but no later than four months prior to the Summer Convention and three months prior to the Winter Training Session. This will include type of dress for official and special occasions.

- G.** The Convention Program will contain the following:

- a. Pictures of the State Association President, Vice Presidents, State Sponsor, and guest speakers. If space is available; pictures of other VIPs should be included.
- b. A calendar of daily activities which includes all types of business and special announcements (i.e. business sessions, cocktail parties, and special meetings).
- c. The schedule of the Mayor or other local dignitaries welcoming addresses.
- d. The Eleven O'clock Toast will be given by the following:

At the State Convention

- a. Thursday Evening: Current Exalted Ruler
- b. Friday Evening: Outgoing State President
- c. Saturday Evening: Incoming State President

At the Winter Training Session

- a. Friday Evening: Current Exalted Ruler
- b. Saturday Evening: State President

- H.** It is **required** that the host lodge, through a special committee, arrange a liaison person with the local hotels and motels so that proper housing arrangements can be made with the least amount of confusion. The host lodge **should not** make the reservations for the visiting members. The host lodge should provide a list of the local hotels and motels to the lodges, members, and potential visiting guests as soon as possible and include this information on the convention registration form to allow each lodge or individual make their own reservations.
- I.** Hotel accommodations and registration fees for the Grand Lodge Sponsor, Guest Speaker, GL Trustee, and SDGER will be accommodated by the host lodge. These rooms along with rooms for Visiting State Presidents should be identified prior to their arrival. Costs for accommodations are generally done by having the convention hotel provide complimentary rooms per a certain number of paid reservations (e.g., one complimentary room per 40 paid reservations).

Visiting State Presidents rooms are not required to be fiscally accommodated. However, rooms for all dignitaries should be prepared prior to their arrival. Amenities such as bottles of adult beverages, fruit baskets and flowers are **required** for Grand Lodge guests. Contact the State sponsor to identify appropriate beverages for major visiting guests. If arranged, this may include the SDGER for Idaho as well. A welcoming basket of fruit, flowers and other items are suggested Visiting State Presidents. Discuss these arrangements with the State President.

The host lodge will provide courtesy registration (but not food, hotel accommodations or special events such as golf) to out-of-state dignitaries and their spouses / significant others unless directed by the State President or Trustee's Chair. This will include name tags and courtesy packages. Out-of-state visitors may purchase tickets to the luncheons and banquets if they choose to attend those functions.

- J.** The host lodge will provide a good and **tested** public address and recording system that will be available and operating for all business sessions. This will insure accurate recording of the convention business and insure that all in attendance will be able to hear the proceedings. **A technician must be available on-site during all meetings.**

- K. The host lodge will provide corsages or boutonnieres for significant others of the State President, Vice Presidents, ISEA Trustees, Grand Lodge Sponsor, other GL Officers, and guest speaker. Additional complimentary flowers will be at the discretion of the host lodge. If other groups such as the State Project board wish to purchase flowers for their significant others or friends, arrangements should be made through the host lodge.
- L. The Exalted Ruler, Host Convention Chair, or Winter Training Coordinator (if applicable) of the host lodge will keep the State President advised of all items that could affect the event proceedings throughout the entire weekend.
- M. The host lodge shall provide adequate courtesy cars to ensure all delegates and spouses / significant others may attend convention functions and to pick up dignitaries at the airport if necessary. These cars should also be available for transportation to shopping mall or during breaks. If possible, it is recommended that one car be provided for the sole use of the State Sponsor and Guest Speaker. Placards or signs identifying the vehicles as "Elks Courtesy Cars" should be attached, and the dealers or individuals who provide vehicles should be identified.

It is imperative that a schedule of cars, drivers and dispatchers be prepared to cover the entire convention period one month before the event so that no gaps in service occur. Adequate reserved parking at the lodge must be provided for the courtesy cars and radio or cellular phone contact between car drivers and dispatcher is required. It is suggested that all cellular phone contact be through Bluetooth or similar no-hands technology. Arrangements must be made for refueling and cleaning of vehicles as necessary.

There must be no consumption of alcohol by drivers three hours prior to or during their shifts. Drivers must be clean and appropriately attired and remain professional and courteous at all times; even when some guests are not. Wearing of lodge jackets, is encouraged but not required. Other special requirements may apply, depending upon location.

- N. Although the host lodge will be providing courtesy cars, parking must be available for other members to park as necessary. Committee chairs often need to bring in or remove additional materials throughout the day. This may necessitate working with the city planners, law enforcement or the Mayor's office to ensure ticketing is not enforced. Note: Good and rapid courtesy car service significantly reduces the parking issue.
- O. During the day and evening before the event begins, various members and groups will be bringing in materials, setting up tables, etc. The host lodge should ensure there is adequate and close blocked off parking to assist rapid unloading of these items. Having carts available is helpful as well. These members should be asked to remove their cars once unloading is complete.

- P.** Appropriate gifts must be selected for the State Sponsor, Guest Speaker, and their spouses / significant others to be given at the Saturday Banquet. It is suggested but not required that a gift be provided to other GL Officers, SDGER and their spouse / significant others as well. The President and Host Lodge must coordinate the gift selection and the cost of the gifts. State association funds may be available to assist in the purchase of these gifts.

Banquet Protocol

The Grand Lodge has published a booklet entitled "Manual of Protocol." It is recommended that this manual be used a guide for specific questions that arise concerning protocol. However, no two conventions are ever identical and, therefore, no specific guidelines can be developed to cover all conventions. It is recommended, therefore, that the following be considered:

1. We have state association officers whom we must honor.
2. We have Grand Lodge dignitaries whom we must recognize.
3. We have visiting other state dignitaries whom we must recognize.
4. Each year we have a new president who has opinions on how to recognize the above listed dignitaries.

The solution to the problem of banquet protocol must be a fruitful dialogue between the host lodge and the President.

- a.** The host lodge must supply the President with the physical layout of the proposed banquet hall.
- b.** The President will specify to the host lodge how the "head table(s)" is/are to be arranged as well as the seating arrangements at the "head table(s)".

This procedure removes the burden of responsibility from the host lodge. It is however, the duty of the host lodge to see that the arrangements are carried out as requested. The seating arrangement from the Protocol Manual is provided in Appendix C.

- c. Reserved and labeled tables for the following groups are also required.
1. State Vice Presidents and spouses / significant others.
 2. State Trustees and spouses / significant others.
 3. District Deputies and spouses / significant others.
 4. State Project Members and spouses / significant others.
 5. Other Visiting Grant Lodge dignitaries and spouses / significant others.
 6. Other Visiting State Presidents, Vice Presidents, etc. and their spouses / significant others.

Remember: **This is the Idaho State Elks Convention** -- not a Grand Lodge convention or another states convention. If there is any doubt as to the proper protocol, contact the President of the Idaho State Elks Association.

Other Protocol Issues

There are a variety of specific protocols for introducing guests, invitations, addressing of envelopes, etc. Such protocol issues are the responsibility of the Host Lodge, State President, First Vice President, and a Master of Ceremonies (if used). Thus, it is important that everyone review the protocol materials provided in Appendix C and the Protocol Manual located in the Grand Lodge Website under Manuals. It is strongly suggested that the Host Lodge download or purchase at least two manuals for their use. Once reviewed, if there are additional questions, the Host Lodge should defer to the State President for final decisions.

Convention Specifics

Overview

As discussed earlier and summarized here, summer conventions and winter training sessions are different and require a totally different approach to ensure success. Each has different goals.

The Summer Convention, while having appropriate business session meetings, includes a large number of social events. Thus, logistics are required for candidate's parties, incoming president's parties, off site visits, State Sponsor meetings, etc.

The Winter Training Session has a limited number of business meetings and social events while primarily focusing on training Leading Knights, Secretaries, Trustees, and others from local lodges as well as state officers and trustees, etc. This training requires both large and small rooms for simultaneous presentations.

Meeting Room Requirements

Room Characteristics

- a. Rooms can be on or off site depending on the location of the lodge. However, if off site, they must be in very proximity to the lodge unless the event is being held in a hotel or other off site location.
- b. Host Lodges must ensure there is adequate power and power strips for presenters in each room plus have good and **non-wrinkled** computer projection screens or clean white walls.
- c. Twenty - person breakfast and lunch meeting rooms must have availability for food service by the host lodge or be catered. If off site, it must be close enough to the host lodge for easy and rapid transport (approximately 5 minutes) to and from the host lodge.

Meeting Room Size for the Business Meeting

- a. The general business meeting room size will depend on the number of attendees. In most cases, the lodge room will need enough space to accommodate 150-250 members.

Additional Rooms for the Summer Convention

Local lodges considering hosting the Summer convention need to have at a minimum at on or off site locations:

- a. A meeting room with food availability to accommodate 25 individuals.
- b. A banquet room for the Spouses Luncheon with food availability to accommodate 75 people.

These two rooms must be accessible simultaneously for meeting and food service.

- c. A banquet room for the Exhausted Roosters function for meeting and food service to accommodate 75 members.
- d. One small meeting room for the Trustees and Officers to accommodate 15 individuals.
- e. Another small room for the State Sponsor to accommodate 12 individuals.

These three rooms must be accessible simultaneously for meetings. Only the Exhausted Roosters function will require food service.

- f. One or two rooms (either on or off site) for Thursday afternoon candidate's parties.
- g. A banquet room to accommodate 200-300 individuals.

Additional Rooms for the Winter Training Session

Local lodges considering hosting the Winter Training Session need to have at a minimum:

- a. **One large room (The Lodge Rooms will satisfy this requirement).**
- b. **Three additional medium to large rooms for training that can be accessed simultaneously for other presentations.**
- c. **All rooms (including the lodge room needs to have power for computers and projection boxes.**
- d. A meeting room with food availability to accommodate 25 individuals.
- e. A banquet room for the Spouses Luncheon with food availability to accommodate 75 people.

These two rooms must be accessible simultaneously for meeting and food service.

- f. Additional rooms for small meetings of 15 people are encouraged as well. Small meeting rooms can be on or off site depending on the location of the lodge. However, if off-site, they must be close in proximity to the lodge.
- g. A banquet room to accommodate 200-300 individuals.

Staffing Requirements.

The Host Lodge must have enough staff for the lounge, meal preparation, serving meals, and cleanup. On some evenings these events occur simultaneously. For these events, having experienced kitchen staff is essential for timing is critical to serving large numbers of people. It is strongly recommended that food be served to all members within 15 minutes from the time a banquet begins. Further, it is unacceptable to have members and guests waiting 45 minutes to receive food at a banquet meal or not being served before the guest speaker begins. So, make sure you have the staff available to accommodate the attendees.

Maps

Large maps (11x17 or larger) of the establishment will be placed throughout the lodge. At a minimum, one map will be near the registration area and another near the lounge area. Maps should be provided throughout the building to ensure easy room identification by the attendees. It is critical that maps are placed on every floor describing both the current floor and other floors. Do not use architects plans.

Public Address and Recording System

The main lodge room must have a good and **tested** public address system at each officer station and the State Secretaries desk. Further, it is necessary to record the business session. It is recommended but not required that the lodge room use a wireless microphone system.

Initial Procedure 3 Years Before the Event

1. Read the Convention Handbook.

2. Committee Identification and Initial Meeting.

Identify a committee to begin discussions regarding holding a convention at your facility. At a minimum, this committee should include:

- a. The current ER.
- b. The current Leading Knight.
- c. The current Loyal Knight.
- d. Board of Directors or Trustees Chair.
- e. Lodge Secretary.
- f. Other selected or interested members.

3. ***Meet and discuss holding the event.***
 - a. Determine whether your lodge wishes to hold a Summer Convention or Winter Training Session.
 - b. **Make sure your lodge satisfies the logistical requirements regarding the number of meeting rooms, hotel accommodations, staffing requirements, transportation, etc.**
 - c. **Ensure the lodge will enforce the Non-Smoking policy prior to and during the event.**
4. ***Discuss the event on the lodge floor and approve a motion to host the event (Summer Convention or Winter Training Session).***

Summer Convention

The summer convention is a time for various business meetings as well as a significant number of social events for the members. These activities include golf, fishing, candidate's parties, incoming State President's party, Exhausted Roosters party, Past State President's breakfast and/or party, spouses party, etc. Consequently, for host lodges, logistics revolves around providing meeting rooms for the business session and breakout meetings, adult beverages, identifying locations and food service for various parties, entertainment, etc. Often these events occur simultaneously.

TIC Sheets for a Summer Convention

Three Years before the Summer Convention

- a. **Read the Convention Handbook**
- b. **As discussed earlier, identify a committee**
- c. Meet and begin discussions regarding holding a summer convention at your facility.
- d. Ensure the lodge will enforce the Non-Smoking policy prior to, and during the event.
- e. Prepare an initial budget
- f. Begin looking at potential hotels for your event. **The hotel should be in a quiet location: NOT NEXT TO THE FREEWAY, MAJOR TRAFFIC ROADS, OR CLOSE INTERSECTIONS WHERE NOISE WILL DISTRACT SLEEPING GUESTS.** Try to use hotels with a good complimentary breakfast.
 1. Contact the hotel general manager or convention coordinator
 2. Get initial room prices.
 3. Discuss number of paid rooms needed for complimentary rooms and identify the process for acquiring such rooms.
 4. Identify other rooms for meetings if needed.
 5. If planning on the hotel providing food, get menu's and costs.
 6. Discuss hospitality rooms. Identify if the hotel has a large room that could be available to host a social function. Make sure the hotel will allow adult beverages and food to be brought in at this function. This may require room insurance. If so, identify the cost for such insurance.

- g. Present an initial proposal to the Convention Sites Committee at the Summer Convention three years before your event is to take place.

Two Years before the Convention

- a. Finalize a Host Lodge Chair.
- b. Have the Host Lodge Chair attend the Convention Sites Committee meetings at the Summer Conventions and Winter Trainings. They should listen to issues discussed, problems and solutions, identify host chairs from other lodges and get information specific to the Summer Convention.
- c. **Read the Convention Handbook again in detail.**
- d. Identify committee chairs in the following committee categories:
 1. Registration and bags for registration materials.
 2. Publicity.
 3. Programs.
 4. Housing.
 5. Transportation.
 6. Special door prizes.
 7. Public address and recording systems.
 8. Social activities to be held during the convention
 9. Food Service.
 10. Staffing for the Lounge, meals and cleanup.
 11. Gift baskets for the State Sponsor, GL Guests, SDGER, Out of State Visiting Presidents.
 12. Others.
- e. Provide position descriptions and assignments sheets to the appropriate committee chairs (see Committee Chair Assignments Section located later in this manual).
- f. Begin major work on the budget.
- g. Begin discussing the "Theme" you wish to have (e.g, Western).
- h. Finalize potential hotels to work with.
- i. Identify potential vendors you might wish to attract.
- j. Identify types of food, potential transportation, etc.
- k. Begin quarterly meetings with potential convention chairs.
- m. Update the Convention Sites Committee on your proposal during the Summer Convention two years before your convention.

1.5 Years Before the Convention

- a. Have the Host Lodge Chair attend the Convention Sites Committee meetings at the Summer Conventions and Winter Trainings.
Listen to issues discussed, problems and solutions, identify Host Chairs from other lodges and get their contact information.
- b. Continue to work on a final budget for the event.
- c. Finalize all committee chairs. Ensure each knows their position requirements. Have them begin identifying and soliciting helpers.
- d. Put all committee chair contact information in a spreadsheet for rapid dissemination of information to everyone.
- e. Talk with the hotel representative again.
 1. Look at preliminary contracts for room rates, complimentary rooms, food, etc.
 2. Do a site visit of the rooms for dignitaries. Ensure they are large enough, have needed amenities, cleanliness, etc.
 3. Ensure there are enough dignitary rooms.
 4. Be ready to lock in rates immediately following the convention sites presentation at the summer convention **One Year** prior to your event.
- f. Hold at least two convention meetings and discuss:
 1. Publicity for the event.
 2. Program for the event.
 3. Totes or bags to place documents and other items have been identified as “give me” items to all attendees.
 - 4.. Name tags, how you will identify who gets what meal, etc.
 5. Identify who does the printing of programs, and materials.
 6. Transportation
 - a. Make sure you identified how to transport guests.
 - b. If using courtesy cars, contact people NOW.
 - c. Discuss curb parking.
 - d. Discuss parking issues with representatives from City Hall and the police department.
 7. Food and Lounge service
 - a. Identify meals and costs for each.
 - b. Identify groups to help cook, serve, and clean up.
 - c. Discuss table decorations.
 8. Finalize all costs with the Host Lodge Trustees or Board of Directors.

9. Present your preliminary proposal with a budget to the Convention Sites Committee at the Winter Training Session
1.5 years prior to your event.

One Year Before the Summer Convention

- a. Present the full proposal to the Convention Sites Committee.
 1. Include in your registration packet costs for:
 - a. Registration.
 - b. Housing.
 - c. Food.
 - d. Outside Curricular Activities (e.g., Golf).
 - e. Spouses Brunch.
 - f. Other items.

An example of a summer convention registration packet is included in Appendix A.

- b. Upon committee approval, immediately contact the Host Hotel (While at the convention), block the rooms, have a final contract written and ready to sign on Monday after your return.
- c. Send your committee chairs and others a confirmation email (while at the convention).
- d. Watch what is happening at this convention. Take notes, identify what is working well and what is not.
- e. Contact the State President. Request time for a brief presentation to promote your convention.
- f. Rest this weekend. You get no rest for one year and five days from this Sunday.

June: Immediately After the Convention Sites Approval

- a. Sign all contracts.
- b. Set up times for in-person monthly meetings with all committee chairs that begin in September prior to the convention.
- c. Submit information to your Lodge Newsletter discussing the convention, needs, etc.
- d. Have the Lodge Secretary open a checking account SEPARATE from the Lodge budget. This shall be accessible by the Host Lodge chair and Secretary only. Standard Elks Accounting applies.
- e. Request a \$1,000 advance from the Lodge Trustees or Board to be paid back before March 15 as registrations arrive.

September Prior to the Convention

- a. Have your first committee meeting with everyone in attendance.
- b. Provide position descriptions and to do lists for each committee chair.
- c. Have all chairs contact helpers, identify tasks, etc.
- d. Ensure the checking account is set up.

October Prior to the Convention-

- a. Hold a convention meeting.
- b. Have volunteers give reports on their assignments.
- c. Identify where there are potential problems.
- d. Discuss the menus.
- e. Discuss the donations.
- f. Contact the Host Hotel. Review everything.
- g. Contact location and caterers for a Spouses luncheon. Work with the First Vice President's spouse on this event.
- h. Prepare a Convention Sites report for the November Winter Training Session.

November Prior to the Convention

- a. Hold a convention meeting.
- b. Have volunteers give reports on assignments.

December Prior to the Convention: No meetings due to the holidays

January Prior to the Convention

- a. Hold a meeting at lodge.
- b. Get committee updates.
- c. Make contacts with printers, etc.
- d. Finalize contracts with musical groups and others if appropriate.
- e. Finalize arrangements for the Spouses luncheon (See Committee Chair Assignments Spouses Luncheon).
- f. Review strategies for donations from businesses.
- g. Ensure the State President has contacted the State Sponsor to identify favorite beverages for GL dignitaries.
- h. Review strategies with Lodge Secretary regarding registration, checking account, etc.

February Prior to the Convention

- a. Get updates from all committees.
- b. Send out registration materials to:
 1. The State President, other state officers and committee chairs.
 2. The State Sponsor, DD Designates, other GL members.
 3. State Secretaries and State Presidents for OR, WA, MT, AK.
 4. Other Past State Presidents and persons of interest who regularly attend.
 5. All ERs and Lodge Secretaries.

March Prior to the Convention

- a. Get updates from committees.
- b. Contact the Hotel Representative with General Manager:
 1. Review the rooms again. Know the room assignments where the Grand Lodge and visiting guests will be staying.
 2. Ensure room access for flowers, gift baskets, etc. and how items can be delivered.
 3. Discuss hotel staffing.
 - a. Ensure there are extra front desk people, bell staff, etc. for check in and check out.
 - b. Ensure there is additional maid service for all rooms if necessary. All rooms should be cleaned no later than 2pm.
 4. Ensure there is adequate towels service for pool and hot tub areas.
 5. Request all exercise equipment be cleaned daily.
 6. Ensure breakfast service if provided is available beginning at 6am each day.
 7. Ensure there will be adequate breakfast service staff coverage and food availability. Make sure there are no shortages.
 8. Request dignitary rooms be cleaned first and ready by NOON on the day of arrival.
 9. Optional: Discuss cleaning and service of AC units. Make sure they are working and that filters are cleaned or replaced prior to arrival.
- c. Contact the City Chief of Police to discuss parking.
- d. Contact the Mayor, Chief of Police and / or other dignitaries to request their presence for a five-minute introductory speech at the opening ceremony.

April Prior to the Convention

- a. Have a meeting with committees.
- b. Address any issues identified with the hotel.
- c. Ensure there is a very large, NON-WRINKLED projection screen or a large white wall available in the Lodge room.
- d. Ensure there is power, and extension cord and power strip for a computer and projection box in the Lodge Room separate from the PA and recording system.
- e. Create a courtesy car schedule. Try it and ensure the time lines work.

May Prior to the Convention

- a. Have two biweekly meetings early and midmonth.
- b. Review all committee reports, identify and resolve other issues, etc.
- c. Have all gift bags, registration materials, dignitary gifts etc. ready by the mid-monthly meeting.
- d. Contact the City Chief of Police and reconfirm logistics and attendance at the opening ceremony.
- e. Contact the Mayor or other dignitaries to confirm their attendance at the opening ceremony.
- d. Review all last-minute meeting items.

Monday Prior to the Convention

- a. Have a final committee meeting.
- b. RECHECK EVERYTHIING:
 1. Sound, electrical etc. in the lodge room is working.
 2. Food.
 3. Staff help.
 4. Hotel rooms.
 5. Mayor and Chief of Police to check their attendance at the opening ceremony.
 6. Make sure there is a good projection screen available or a large white wall in the lodge room.

ARRIVAL DAY Before the Convention

- a. All dignitary hotel rooms need to be cleaned by NOON.
- b. All materials are to be delivered to the hotel and placed in the rooms for dignitaries by 12:30 pm.

- c. The Convention Host Chair personally checks each room for room cleanliness, gift baskets, etc.
- d. The Convention Host Chair personally ensures all dignitary room AC units are set at 68 degrees when they conduct the walk through.
- e. Ensure all check in registration materials are ready to go by Noon.
- f. Ensure transportation is ready by 2pm.
- g. Have drop off spaces in the front of the lodge identified and monitored.

DURING THE CONVENTION

6:00 am

- a. Ensure the lodge is open. Meetings begin at 6:30.
- b. Ensure meeting rooms are open, heated to 68 degrees, and lights are on.
- c. Ensure power is available.

7:00 am.

- a. Have the technician check the sound system by 7am. Ensure they remain on site throughout all business sessions.
- b. Ensure the continental breakfast is out and there is adequate coffee.
- c. Check the food service for the parties later in the day and evening.
- d. Ensure the lodge room is ready for the business meeting.
- e. Ensure there is power available for a projection box and computer in the lodge room.

By June 30 Following the Convention

- a. Host a function for the committee chairs and helpers. Provide certificates of appreciation, small gifts, etc. for special players.
- b. Ensure "Thank You" cards are sent to:
 - 1. Car Dealerships.
 - 2. Hotel and Hotel Staff (Gifts are nice too if they did a good job).
 - 3. ALL HELPERS REGARDLESS OF THE WORK THEY DID:
 - a. Your committee chairs.
 - b. Banquet helpers.
 - c. Bands or other entertainment personnel.
 - d. Others.
 - 4. ALL BUSINESSES THAT DONATED ANYTHING.
- c. Balance out the books.
- d. Close out the checking account.
- e. Transfer funds to the Lodge account.

September Following the Convention

- a. Create your final report for the Convention Sites Committee.
- b. Send your report with pictures to the State Newspaper Chair.
- c. Make sure the Newspaper Chair includes your article and pictures in the
the
next issue of the state newspaper.

November Following the Convention

- a. Give your final report to the Convention Sites Committee.
- b. If enjoyable and desirable, start planning for the next one.

Winter Training Session

In addition to the general requirements described within the duties of the host lodge, lodges planning to host the Winter Training Session **MUST have the following to be considered for approval by the Convention Sites Committee**. Exceptions will be made if training sessions are to be done within other facilities such as hotels or convention centers. This information was provided earlier in the document here but repeated here for clarity.

Meeting Room Size for the Business Meeting

- a. The general business meeting room size will depend on the number of attendees. In most cases, the lodge room will need enough space to accommodate 150-250 members.

Additional Rooms for the Winter Training Session

Local lodges considering hosting the Winter Training Session need to have at a minimum:

- a. **One large room (The Lodge Rooms will satisfy this requirement).**
- b. **Three additional medium to large rooms for training that can be accessed simultaneously for other presentations.**
- c. **All rooms (including the lodge room need to have power for computers and projection boxes.**
- d. A meeting room with food availability to accommodate 25 individuals.
- e. A banquet room for the Spouses Luncheon with food availability to accommodate 50 people.
These two rooms must be accessible simultaneously for meeting and food service.
- f. Additional rooms for small meetings of 15 people are encouraged as well. Small meeting rooms can be on or off site depending on the location of the lodge. However, if off-site, they must be close in proximity to the lodge.
- g. A banquet room to accommodate 200-300 individuals.

Training Team:

- a. A training team consisting of select Past State Presidents will develop the convention schedule, curriculum, select and contact presenters, plus ensure adequate computers and projection boxes are available, etc.

A training team coordinator will discuss aspects of the convention with the host lodge beginning about 6 months prior to the convention and will conduct a site visit to discuss logistics (seating style, appropriate tables, etc.) with the host lodge approximately two months prior the Winter Training Session event. This meeting is to ensure adequate environments are appropriate for each presentation. This training team and coordinator will have no responsibilities for other aspects of the convention (e.g., housing, food, social events, etc.). Their focus is on training aspects and issues only.

- b. The training team will ensure the curriculum, speakers, and other aspects related to training are **finalized**, documented in an Excel Spreadsheet Format, and submitted to the host lodge no later than September 1.
- c. The training coordinator will ensure there is adequate signage regarding the schedule is placed throughout the host lodge. The host lodge will ensure there are large maps identifying the various meeting rooms prior to their arrival for the site visit.
- d. During the trainings, the training coordinator will work directly with the host lodge chair if issues occur.

The training team coordinator will also work with the State President and Host Lodge to ensure the President, Trustees, and potential committee chairs have adequate time for state business.

Initial Procedure 3 Years Before the Event

1. **Read the Convention Handbook.**
2. **Committee Identification and Initial Meeting.**

Identify a committee to begin discussions regarding holding a Winter Training Session at your facility. At a minimum, this committee should include:

 - a. The current ER.
 - b. The current Leading Knight.
 - c. The current Loyal Knight.
 - d. Board of Directors or Trustees Chair.
 - e. Lodge Secretary.
 - f. Other selected or interested members.
3. **Meet and discuss holding the event.**
 - a. Determine whether your lodge wishes to hold a Winter Training Session.
 - b. ***Make sure your lodge satisfies the logistical requirements regarding the number of meeting rooms, hotel accommodations, staffing requirements, transportation, etc.***
 - c. ***Ensure the lodge will enforce the Non-Smoking policy prior to and during the event.***
4. **Discuss the event on the lodge floor and approve a motion to host the event.**

TIC Sheets for Winter Training Session

Three Years before the Winter Training Session

- a. **Read the Convention Handbook.**
- b. **As discussed earlier, identify a committee.**
- c. Meet and begin discussions regarding holding a Winter Training Session at your facility.
- d. Ensure the lodge will enforce the Non-Smoking policy prior to and during the event.
- e. Prepare an initial budget.
- f. Begin looking at potential hotels for your event. **The hotel should be in a quiet location: NOT NEXT TO THE FREEWAY, MAJOR TRAFFIC ROADS, OR CLOSE INTERSECTIONS WHERE NOISE WILL DISTRACT SLEEPING GUESTS.** Try to use hotels with a good complimentary breakfast.
 1. Contact the hotel general manager or convention coordinator
 2. Get initial room prices.
 3. Discuss number of paid rooms needed for complimentary rooms and identify the process for acquiring such rooms.
 4. Identify other rooms for meetings if needed.
 5. If planning on the hotel providing food, get menu's and costs.
 6. Discuss hospitality rooms. Identify if the hotel has a large room that could be available to host a social function. Make sure the hotel will allow adult beverages and food to be brought in at this function. This may require room insurance. If so, identify the cost for such insurance.
- g. Present an initial proposal to the Convention Sites Committee at the Winter Training Session three years before your event is to take place.

Two Years before the Winter Training Session

- a. Finalize a Host Lodge Chair
- b. Have the Host Lodge Chair attend the Convention Sites Committee meetings at the Summer Conventions and Winter Training Session. They should listen to issues discussed, problems and solutions, identify host chairs from other lodges and get information specific to the Winter Training Session.
- c. **Read the Convention Handbook again in detail.**

- d. Identify committee chairs in the following committee categories:
 1. Registration and bags for registration materials.
 2. Publicity.
 3. Programs.
 4. Housing.
 5. Transportation.
 6. Special door prizes.
 7. Public address and recording systems.
 8. Social activities to be held during the convention.
 9. Food Service.
 10. Staffing for the Lounge, meals and cleanup.
 11. Gift baskets for the State Sponsor, GL Guests, SDGER, Out of State Visiting Presidents.
 12. Others.
- e. Provide position descriptions and assignments sheets to the appropriate committee chairs (see Committee Chair Assignments section later in this manual).
- f. Begin major work on the budget.
- g. Begin discussing the “Theme” you wish to have (Western, Elks, Space).
- h. Finalize potential hotels you wish to work with.
- i. Identify potential vendors you might wish to attract.
- j. Identify types of food, potential transportation, etc.
- k. Meet quarterly with potential convention chairs.
- l. Update the Convention Sites Committee on your proposal during the Winter Training Session two years before your convention.

1.5 Years Before the Winter Training Session

- a. Have the Host Lodge Chair attend the Convention Sites Committee meetings at the Summer Conventions and Winter Trainings. Listen to issues discussed, problems and solutions, identify Host Chairs from other lodges and get their contact information.
- b. Continue to work on a final budget for the event.
- c. Finalize all committee chairs. Ensure each knows their position requirements. Have them begin identifying and soliciting helpers.
- d. Put all committee chair contact information in a spreadsheet for rapid dissemination of information to everyone.

- e. Talk with the hotel representative again.
 - 1. Look at preliminary contracts for room rates, complimentary rooms, food, etc.
 - 2. Do a site visit of the rooms for dignitaries. Ensure they are large enough, have needed amenities, cleanliness, etc.
 - 3. Ensure there are enough dignitary rooms.
 - 4. Be ready to lock in rates immediately following the convention sites presentation at the Winter Training Session **One Year** prior to your event.

- f. Hold at least two convention meetings and discuss:
 - 1. Publicity for the event.
 - 2. The program for the event.
 - 3. Totes (or bags to place documents and other items) have been identified for “Give me” items for all attendees.
 - 4.. Name tags, how you will identify who gets what meal, etc.
 - 5. Who does the printing of programs and materials. Identify a vendor
 - 6. Transportation
 - a. Make sure you identified how to transport guests.
 - b. If using courtesy cars, contact people NOW.
 - c. Discuss curb parking.
 - d. Discuss parking issues with representatives from City Hall and the police department.
 - 7. Food and Lounge service
 - a. Identify meals and costs for each.
 - b. Identify groups to help cook, serve, and clean up.
 - c. Discuss table decorations.
 - 8. Finalize all costs with the Host Lodge Trustees.
 - 9. Present your preliminary proposal with a budget to the Convention Sites Committee at the Summer Convention 1.5 years prior to your event.

One Year Prior to the Winter Training Session

- a. Present the full proposal to the Convention Sites Committee at the Winter Training Session prior to the event.

Include your registration packet costs for:

- a. Registration.
- b. Housing.
- c. Food.
- d. Outside Curricular Activities (e.g., Golf, fishing).
- e. Spouses Brunch.
- f. Other items.

An example of a winter registration packet is included in Appendix B.

- b. Once approved contact the Winter Training Session Coordinator.
- c. Upon committee approval, immediately contact the Host Hotel (while at the convention), block the rooms, have a final contract written and ready to sign on Monday after your return.
- d. Send your committee chairs and others a confirmation email (while at the convention).
- e. Watch what is happening at this convention. Take notes, identify what is working well and what is not.
- f. Contact the State President. Request time for a brief presentation to promote your convention.
- e. Rest this weekend. You get no rest for one year and five days from this Sunday.

November: Immediately After Convention Sites Approval

- a. Sign all contracts.
- b. Set up times for in-person monthly meetings with all committee chairs that begin in February prior to the convention.
- c. Submit information to your Lodge Newsletter discussing the convention, needs, etc.
- d. Have the Lodge Secretary develop a separate checking account and accounting system SEPARATE from the Lodge budget. This shall be accessible by the Host Lodge chair and Secretary only. Standard Elks Accounting applies.
- e. Request a \$1,000 advance from the Lodge Trustees or Board to be paid back before October 15 as registrations arrive.

February

- a. Have your first major committee meeting with everyone in attendance.
- b. Provide position descriptions and to do lists for each committee chair.
- c. Have all committee chairs contact helpers, identify tasks, etc.
- d. Ensure the checking account is set up.

April

- a. Hold a convention meeting.
- b. Have volunteers give reports on their assignments.
- c. Identify where there are potential problems.
- d. Discuss the menus.
- e. Discuss the donations.
- f. Contact the Host Hotel. Review everything.
- g. Contact the location and caterers for the Spouse's luncheon.
- h. Prepare a convention sites report to be given at the Summer Convention.

May

- a. Hold a meeting at lodge.
- b. Get committee update.
- c. Make contacts with printers, etc.
- d. Finalize contracts with musical groups and others if appropriate.
- e. Finalize arrangements for the Spouse's luncheon (See Spouse's Luncheon located in the Committee Chair's Section later in this document).
- f. Review strategies for donations from businesses.
- g. Review strategies with the Lodge Secretary regarding registration, checking account, etc.
- h. Finalize your report for the Convention Sites report for the Summer Convention.

June

Five Months Until the Winter Training Session

- a. Discuss your final proposal with the Convention Sites Committee at the Summer Convention
 - Include your registration packet final costs for:
 1. Registration.
 2. Housing.
 3. Food/menu.
 4. Outside Curricular Activities (e.g., Golf, fishing).
 5. Spouses Brunch.
 6. Other items.

- b. Hold a convention meeting and discuss:
 1. Publicity for the event.
 2. The program for the event.
 3. Totes or bags to place documents and other items have been identified as “give me” items to all attendees.
 4. Name tags, how you will identify who gets what meal, etc.
 5. The final menu.
 6. Donations of items and money.
 7. Have volunteers give reports on their assignments.
 8. Identify where there are potential problems.
 9. Contact the Host Hotel. Review everything. Sign final contracts if you have not done so.
 10. Finalize the location and caterers for the Spouse’s Luncheon. Work with the State President on this issue.

- c. Identify the location of for the Saturday Social Function Room
 1. The location of this event should be at the hotel.
 2. Discuss this event with the Second Vice President.

July: 4 Months Before the Winter Training Session

- a. Contact the Winter Training Coordinator.
 1. Update them on Host Lodge duties and activities.
 2. Identify potential rooms, their sizes, and power capabilities.
 3. Discuss the Saturday Social Function Room (location, adult beverages, logistics, etc.).
 4. Discuss meeting rooms for:
 - a. The State Project luncheon.
 - b. 11th Hour Toast Contest.
 - c. Meeting room for State Sponsor and DDs.
 - d. Meeting rooms for Trustees and Officers.
 - e. Spouses and Hoop Shoot luncheons.
 5. Discuss the public address system, projection boxes, recording devices, etc.
 6. Get updates from all committees.
Prepare initial registration materials for:
 1. The State President, other state officers and committee chairs.
 2. The State Sponsor, DD Designates, other GL members.
 3. The State Secretaries and State Presidents for OR, WA, MT, AK.

4. Other Past State Presidents and persons of interest who regularly attend.
5. All ERs, Leading Knights and Lodge Secretaries.

August: 3 Months Before the Winter Training Session

- a. Get a preliminary draft of the training schedule from the Winter Training Session Coordinator.
- b. Incorporate all documents into the Registration form.
- c. Submit the preliminary Registration Form to the Convention Sites Committee.
- d. Contact the Second VP regarding the Saturday Social Function room.
- e. After registration approval by the Convention Sites Committee, submit registration forms to the following:
 1. State officers.
 2. Idaho GL officers.
 3. State Presidents and Secretaries for Oregon, Washington, Montana, Alaska, Wyoming.
 4. All lodges (ERs and Secretaries).
 5. All committee chairs.
- f. Get updates from committees.
- g. Contact the City Chief of Police to discuss parking.
- h. Contact the Mayor, Chief of Police and / or other dignitaries to request their presence for a five-minute introductory speech at the opening ceremony.

August: 2.5 Months Before the Winter Training Session

- a. Receive final materials from the Training Coordinator.
- b. Create final registration form.
- c. Submit final registration form to the Convention Sites Committee.
- d. Identify a time for a site visit by the Training Coordinator.

September: Two Months Before the Winter Training Session

- a. Begin bi-weekly meetings with all committee chairs and get updates.
- b. Contact the Hotel Representative with General Manager:
 - 1. Review rooms again. Know the room assignments where the Grand Lodge and visiting guests will be staying.
 - 2. Ensure room access for flowers, gift baskets, etc. and how items can be delivered.
 - 3. Discuss hotel staffing.
 - a. Ensure there are extra front desk people, bell staff etc. for check in and check out.
 - b. Ensure additional maid service for all rooms if necessary. All rooms should be cleaned no later than 2pm.
 - 4. Ensure there is adequate towels service for pool and hot tub area
 - 5. Request all exercise equipment be cleaned daily.
 - 6. Ensure breakfast service if provided is available beginning at 6am each day.
 - 7. Ensure there will be adequate breakfast service staff coverage and food availability. Make sure there are no shortages.
 - 8. Request dignitary rooms be cleaned first and ready by NOON on the day of arrival.
 - 9. Optional: Discuss cleaning and service of AC units. Make sure they are working and that filters are cleaned or replaced prior to arrival.
- c. Contact the City Chief of Police again to discuss parking if necessary.
- d. Meet with committees.
- e. Address issues identified with the hotel.
- f. Ensure there is a very large, NON-WRINKLED projection screen or a large white wall available in the Lodge room.
- g. Ensure there are large non-wrinkled projection screens or white walls available in every meeting room.
- h. Ensure there is power, an extension cord, and power strip for a computer and projection box in the Lodge Room separate from the PA and recording system.
- i. Create a courtesy car schedule. Try it and ensure the time lines work.
- j. Ensure the State President has contacted the State Sponsor to identify favorite beverages for GL dignitaries.
- k. Have a site visit by the Training Coordinator.
- l. Contact the State Secretary to discuss the recording equipment set up.

October: One Month Before the Winter Training Session

- a. Have two biweekly meetings early and mid-month with ALL committee chairs.
Review all committee reports, identify and resolve issues.
- b. Ensure all accommodations at the Host Hotel are on task.
- c. Have all gift bags, registration materials, dignitary gifts etc. ready by the mid-monthly meeting.
- d. Ensure the public-address system is working correctly.
- e. Ensure there is enough staff for food and beverage serving in both the lounge and banquet room.
- f. Ensure there is adequate staff for food cleanup.
- g. Ensure transportation will be adequate for the guests.
- h. Ensure there are enough extension cords and a Power Strip for each extension cord.
- I. If your lodge has a projection box, make sure it is working.
- j. Identify who will place materials in guest VIP rooms.
- k. Contact the City Chief of Police and reconfirm logistics and attendance at the opening ceremony.
- l. Contact the Mayor or other dignitaries to confirm their attendance at the opening ceremony.
- m. Review all last-minute meeting items.

One Week Prior to the Winter Training Session

- a. Have a final meeting with ALL committee chairs.
- b. Ensure all accommodations at the Host Hotel are on task.
- c. Ensure all gifts for visiting guests are ready.
- d. Ensure the public address and recording systems system is working correctly.
- e. Ensure there is enough staff for food and beverage serving in both the lounge and banquet room.
- f. Ensure there is adequate staff for food cleanup.
- g. Ensure transportation will be adequate for the guests.
- h. Ensure there are enough extension cords and a Power Strip for each extension cord.
- I. If your lodge has a projection box, make sure it is working.
- J. Ensure all registration packets are ready for the guests.
- K. Reconfirm your local guest speakers if they still plan to attend.

Monday Prior to Guests Arriving

- a. RECHECK EVERYTHING**
 - 1. Sound, electrical etc. in the lodge room is working.
 - 2. Food.
 - 3. Staff help.
 - 4. Hotel rooms.
 - 5. Mayor and Chief of Police to check their attendance at the opening ceremony.
 - 6. Make sure there is a good projection screen available or a large white wall in the lodge room.
- b.** Ensure cords, tables, etc., are set up for the first meetings.
- c.** Contact the hotel. Make sure everything is ready to go.
- d.** Make sure VIP gift packets for the hotel are ready.

Arrival Day

- a.** Ensure VIP and dignitary guest materials are in the correct hotel rooms.
- b.** All dignitary hotel rooms need to be cleaned by NOON
- c.** All materials are to be delivered to the hotel and placed in the rooms for dignitaries by 12:30 pm.
- d.** The Convention Host Chair personally checks each room for room cleanliness, gift baskets, etc.
- e.** The Convention Host Chair personally ensures all dignitary room AC units are set at 68 degrees when they conduct the walk through.
- f.** Ensure all check in registration materials are staffed and ready by NOON.
- g.** Ensure transportation is ready by 2pm.
- h.** Have drop off spaces in the front of the lodge identified and monitored.
- i.** When the state secretary arrives, have your PA technician work with them to ensure the recording system is working correctly.
- j.** Have the Host Chair review everything with the Winter Session Training Coordinator.

DURING THE WINTER TRAINING SESSION

6:00am

- a. Ensure the lodge is open. First meetings begin at 6:30.
- b. Ensure meeting rooms are open, heated to 68 degrees, and lights are on.
- c. Ensure power is available.

7:00am

- a. Have the technician and check the sound system by 7am.
- b. Ensure the registration table is staffed and ready.
- c. Ensure the continental breakfast and coffee is available.
- d. Check the food service for special meetings, spouses brunch, etc.
- e. Ensure the lodge is ready to go.
- f. Ensure there is an extension cord, power strip and power available for a projection box and computer in the lodge room.
- g. Ensure there are extension cords, a power strip and power available for a projection box and computer in every meeting room.
- h. Do other host functions.

By November 30 Following the Winter Training Session

- a. Host a function for the committee chairs and helpers. Provide certificates of appreciation, small gifts, etc. for special players.
- b. Ensure "Thank you" cards are sent to:
 1. Car Dealerships.
 2. Hotel and Hotel Staff (Gifts are nice too).
 3. ALL HELPERS REGARDLESS OF THE WORK THEY DID.
 - a. Your committee chairs.
 - b. Banquet helpers.
 - c. Bands or other entertainment personnel.
 - d. Others.
 4. ALL BUSINESSES THAT DONATED ANYTHING.
- c. Balance out the books.
- d. Close out the checking account.
- e. Transfer funds to the Lodge account.

By January Following the Winter Training Session

- a. Begin your final report for the Convention Sites Committee.
- b. Send your report with pictures to the State Newspaper Chair.
- c. Make sure the Newspaper Chair includes your article and pictures in the next issue of the state newspaper.

March Following the Winter Training Session

- a. Create your final report for the Convention Sites Committee.
- b. Send your report with pictures to the State Newspaper.

June at the Following Summer Convention

- a. Give your final report to the Convention Sites Committee.
- b. If enjoyable and desirable, start planning for the next one.

Responsibilities of ER and ISEA President's Spouses

The ER's and State President's Spouses are responsible for spouse's social events at the Summer Convention and Winter Training Session. These responsibilities are generally discussed in the First Vice President's and President's Handbooks and in greater detail within the Spouses Luncheon section located later in this handbook. However, specific details regarding all spouse's events are located in the "Responsibilities of the State President's Spouse Handbook."

Host Lodge Responsibilities

The spouse's luncheons are normally held at the host lodge. This is held for new spouses to get acquainted. Host lodges are responsible for providing food and beverages purchased by the spouse's organization. The ER's Spouse is responsible for managing and organizing the logistics of this event.

If events are held off site, the ER's Spouse will work with the Event Chair to identify potential sites catering, transportation, etc. for the event. Generally:

- a. The ER's spouse will contact the Event Chair and identify the type(s) of event they wish to hold. During these discussions, the spouse will identify the room size, food and beverages they wish available, etc.
- b. The ER's Spouse will send out personal written invitations to the spouses inviting them to participate. Information will include:
 1. The location and time the activity(s) will take place.
 2. Include the recommended dress code.
 3. Include RSVP.
- c. The ER's Spouse will contact the President's Spouse and inform them of the arrangements.

President's Spouse Responsibilities

The President's Spouse will organize the activities, make introductions, identify and present the Idaho Elk Lady of the Year award, and manage other activities. Details for these activities are found in the "Responsibilities of the State President's Spouse Handbook."

Committee Chair Assignments

Housing

Overview

First, thank you for agreeing to chair this important committee. Housing for convention attendees is a critical component to any successful Summer Convention or Winter Session Training. This position requires you and your team to identify host housing for guests at a reasonable price in locations that do not have significant traffic, construction, hotel plumbing or people noise. In addition, you need to ensure there are adequate rooms for attendees and their spouses/significant others that are roomy while including an element of decorum.

Your position will require several conversations with hotel management to discuss dates, complimentary housing, menu's, costs, and other things. Further, your conversations will need to ensure there are good continental breakfasts for guests, adequate off-site meeting rooms (if required), an exercise room, pool, hot tub, and other amenities. Further, it will be your job to ensure that all guest rooms for **dignitaries** are ready by Noon on the day of arrival. Finally, the position necessitates that you or team members remain on site during the arrival day until 8pm of the event to assist with dignitary luggage, answer questions by guests, provide readable maps and directions to the host lodge, and other functions that are deemed necessary.

Tasks

Three Years before the Event

- a. Begin looking at potential hotels for your event. **The hotel should be in a quiet location: NOT NEXT TO THE FREEWAY, MAJOR TRAFFIC ROADS, OR CLOSE INTERSECTIONS WHERE NOISE WILL DISTRACT SLEEPING GUESTS.** Try to use hotels with a good complimentary breakfast.
 1. Contact the hotel general manager or convention coordinator.
 2. Get initial room prices.
 3. Discuss number of paid rooms needed for complimentary rooms and identify the process for acquiring such rooms.
 4. Identify other rooms for meetings if needed.
 5. If planning on the hotel providing food, get menu's and costs.

6. Discuss hospitality rooms. Identify if the hotel has a large room that could be available to host a social function. Make sure the hotel will allow adult beverages and food to be brought in at this function. This may require room insurance. If so, identify the cost for such insurance.

Two Years Before the Event

- a. Finalize your choices for housing.

1.5 Years Before the Event

- a. Talk with the hotel representative again.
 1. Look at preliminary contracts for room rates, complimentary rooms, food, etc.
 2. Do a site visit of the rooms for dignitaries. Ensure they are large enough, have needed amenities, cleanliness, etc.
 3. Ensure there are enough dignitary rooms.
 4. Be ready to lock in rates immediately following the convention sites presentation **One Year** prior to your event.

1 Year Before the Event

- a. Upon the Convention Site's committee approval, immediately contact the Host Hotel block the rooms, have a final contract written and ready to sign on Monday after your return.

4 Months Before the Event

- a. Contact the Host Hotel. Meet with the Convention Coordinator or General Manager. **Review Everything**
- b. Make sure the contract is signed, rooms are available, etc.
- c. Issues to discuss:
 1. Review rooms again. Know the room assignments where the Grand Lodge and visiting dignitaries will be staying.
 2. Ensure room access for flowers, gift baskets, etc. and how items can be delivered.
 3. Discuss hotel staffing.
 - a. Ensure there are extra front desk people, bell staff, etc. for check in and check out.
 - b. Ensure there is additional maid service for all rooms if necessary. All rooms should be cleaned no later than 2pm.

4. Ensure there is adequate towels for the pool and hot tub areas.
5. Request all exercise equipment be cleaned daily.
6. Ensure breakfast service if provided is available beginning at 6am each day.
7. Ensure there will be adequate breakfast service staff coverage and food availability. Make sure there are no shortages.
8. During check in, request dignitary rooms be cleaned first and ready by NOON.
9. Optional: Discuss cleaning and service of AC units. Make sure they are working and that filters are cleaned or replaced prior to arrival.

Arrival Day

- a. All dignitary hotel rooms need to be cleaned by NOON.
- b. All materials are to be delivered to the hotel and placed in the rooms for dignitaries by 12:30 pm.
- c. The Convention Host Chair will personally check each room for cleanliness, gift baskets, etc.
- c. The Convention Host Chair will personally ensure all dignitary room AC units are set at 68 degrees when they conduct the walk through.
- d. Have a representative on site at the hotel (s) and remain until 8pm
- e. Take a break. You deserve it

Committee Chair Assignments

Convention Budget Committee

Overview

First, thank you for agreeing to chair this important committee. Budget management is critical for any important to be fiscally successful. This position requires that you work with the convention team to develop a reasonable budget, assist others as needed, and provide oversight regarding projected income and costs.

In this position, you will be working directly with the Lodge Secretary and Lodge Event Chair to ensure costs remain reasonable and that accurate reports are provided to the event team, Lodge Trustees, and representatives from the Idaho State Elks Convention Sites Committee. More importantly, your job is not to be a “Nay sayer,” but instead to allow everyone to understand the costs and benefits of engaging in a particular course of action. Thus, you need to understand how to project costs and benefits while maintaining a degree of impartiality to any decisions the committee makes. Understand, you are not the final decision maker. That is the Event Chair, ER, and Lodge Trustees job. Your job is to just provide the facts an accurate manner.

Tasks:

Three Years before the Event

- a. Working with the Lodge Secretary, Lodge Officers and Trustees and Lodge Convention Chair, create a realistic initial budget for the event.

1.5 Years Before the Event

- a. Working with the Lodge Secretary, Lodge Officers and Trustees and Lodge Event Chair, develop a realistic finalized budget for the event.
- b. Ensure the budget is finalized for presentation to the Convention Sites Committee Meeting at their next scheduled meeting.

1 Year Before the Event

- a. Work with the Lodge Secretary to develop a separate checking account and accounting system SEPARATE from the Lodge budget. This shall be accessible by the Host Lodge chair and Secretary only. Standard Elks Accounting principles apply.

Beginning 6 Months Before the Event Through Account Closure

- a.** Working with the Lodge Secretary, review all expenses and projected costs. Ensure they are reasonable and fall within their respective budget line allocations.
- b.** Present findings at all committee events.

Committee Chair Assignments

Registration Documents / Publicity / Website Notice/ Newspaper Article / etc.

Overview

First, thank you for agreeing to chair this important committee. Creating the registration document and publicity for the event is very important for any important training or convention to be successful. Submitting a document to potential attendees that is clear, concise, and easy to read makes the registration process easier. Further, once done, creating publicity through traditional mail, state newspaper, as well as social media can significantly increase revenue from this event. Thus, creating good publicity is critical for the event's success. Put time into this activity, think creatively, and develop an approach such that everyone will desire to attend the event.

Tasks

Two Years Before the Event

- a. Review the convention registration document found in Appendix B.
- b. Begin setting up a convention registration for the event using Microsoft Excel.

Note: you can use Microsoft Word but Excel is easier and allows you to tabulate totals, allows the Lodge Secretary to create additional worksheets, etc. Excel also allows you to make changes easier if you use formulas.

1.5 Years Before the Event

- a. Begin developing a finalized schedule that will be presented to the Convention Sites Committee at the Summer Convention or Winter Training Session one year prior to your event.
- b. Create bullet points for the Exalted Ruler to use while describing the event at the Summer Convention or Winter Training Session one year prior to the event.
- c. Create posters, brochures, or other items describing your lodge's event to be posted at the Winter Training Session and Summer Convention one year preceding your event.

At the Convention or Training Session One Year Before Your Lodge's Event

- a.** Create bullet points for the Exalted Ruler to use while describing your lodge's event at the Summer Convention or Winter Training Session immediately preceding your event.
- b.** Create posters, brochures, or other items describing your lodge's event to be posted at the winter training session and summer conventions one year and 6 months prior to your event.

Four Months Before Your Event

- a.** Send the registration materials with a cover letter to the following via email
 - 1. All Lodges in Idaho.
 - 2. The State Sponsor.
 - 3. SDGER.
 - 4. All District Deputies .
 - 5. Other GL Dignitaries from Idaho and Oregon.
 - 6. State Presidents and State Secretaries from:
 - a. Oregon.
 - b. Washington.
 - c. Alaska.
 - d. Montana.
 - e. Wyoming.
 - 7. Other regular guests.
- b.** If individuals do not have email, send the registration form via regular First Class mail. You can also send the registration form to all Idaho lodges via First Class mail if desired.
- c.** Send an invitation letter through the State Sponsor to any Visiting GL dignitaries that may desire to attend.
- d.** Create an article promoting your event for the State Newspaper Chair.
 - 1. Include potential photos, the registration form, etc.
- e.** Submit the same article with a registration form to the State Webmaster for inclusion in the website and Facebook.

Three Months Before Your Event

- a. Send an article promoting the event to all lodge ERs and State Secretaries. Do this task monthly or more until the convention begins.

One Month Before the Event Begins

- a. Begin submitting weekly Facebook posts promoting the event.
- b. Contact the local newspaper. Provide them with a press release promoting the event. Inform them who will be attending.

One Week Before the Event Begins

- a. Begin submitting daily Facebook posts promoting the event until the event is over.
- b. Contact the local newspaper. Provide them with another press release promoting the event. Inform them who will be attending.

Day after the Opening Ceremony

- a. Provide a press release to the local paper describing the local dignitary's introduction speech, information about the event, and other appropriate information. Include a picture of the State President standing with the local dignitaries.

During the Event

- a. Provide a daily press release of important news that occurred during the event. This may include grants received by the local lodge, donations from the State Project, etc. Include high quality pictures as needed.

One Week Following the Event

- a. Create an article for the website. Include activities that occurred, pictures, awards given, etc.
- b. Create an article for the State Newspaper. Include activities that occurred during the event, pictures, etc.

Committee Chair Assignments

Advertising / Donations

Overview

First, thank you for agreeing to chair this important committee. Advertising and donation revenue is huge in deferring costs for running any event. If extremely successful, all costs of the event may be covered such that the event only provides profit to your lodge.

You and your team's assignment is to identify potential individuals or groups that might be willing to fiscally (or through in kind donations) support the event. This may include purchasing advertising space in the convention program, providing gifts for "give me" bags, donating door prizes, or even cash. Individuals in this position need to have lots of contacts, a positive attitude, and a willingness to cold-contact groups or businesses and request donations. Being on this team is not for the meek or timid. To be successful, requesters must be outgoing and be willing to have a thick skin when potential donors say "No" to your request.

Tasks

Two Years Before the Event

- a. Meet with your committee and discuss the following:
 1. Budget costs for the event.
 2. Target goal you desire to achieve.
 3. Make a list of potential donors.
 4. Time frame to reach the target goal.
- b. Write down the list of potential donors. Include everyone you can think of.
- c. Identify who knows these potential donors.
- d. Identify a secretary whose sole purpose is to create an Excel spreadsheet identifying:
 1. The list of donors.
 2. Who will contact them.
 3. When the solicitation occurred.
 4. If a donation was pledged and what it was.
 5. When specific donations are received.

- e. Identify a location where in kind (non-cash) donations can be stored.
 1. Make sure the location is secure, dry and resistant to insects or rodents.
- f. Discuss with the Lodge Secretary how to handle cash donations.
- g. Discuss advertising space with the Convention Program's Chair.
 1. Identify what you can include.
 2. Get a general ideal of how donors can advertise in the program.
 3. Discuss how you might be able to advertise in other locations such as table tents, etc. with the Lodge Chair and ER.

1.5 Years Before the Event

- a. Create bullet points to be used by the solicitors.
- b. Create a flier describing the event that can be used by the solicitor.
- c. Purchase "Thank You" cards and postage stamps.
- d. Identify "Bullet Points" to be used by advertising solicitors.
- e. Create a potential flier describing the type of advertising that can be purchased.
- f. Create a contract that can be used for the advertising space charging appropriate fees.
- g. **Ensure all advertising complies with Grand Lodge Statutes.**

One Year Before the Event

- a. After final approval by the Convention Sites Committee, begin using the solicitation list targeting potential donors.
- b. As a donation is pledged, the information will be recorded in the spreadsheet by the Donation Secretary.
 1. If a cash donation, the funds will be given to the Lodge Secretary and a receipt will be given to the Donation Secretary.
 2. Cash donations will be recorded on the spreadsheet
 3. Non-Cash donations will be placed in the secure storage location and recorded on the spreadsheet.
- c. **Once a donation is received, send a "Thank You" card IMMEDIATELY sent to the donor with the cash value of their gift.**

- d. If advertising space is solicited, use the contract to identify what is being used, how the product is to be advertised, etc.

One Month Before the Event

- a. Update the committee on donations and advertising solicitations.
- b. Provide advertising materials or in-kind donations to the Convention Program or Table Decorations Chair, or Convention Packet's chair as they are received.
- c. Begin creating "Thank You" posters and / or table top cards that can be placed in predominant locations thanking donors and advertisers for their sponsoring of the event.

Day Before the Event

- a. Ensure the "Thank You" Posters are predominantly displayed.
- b. Give table top "Thank You" cards to the Decorations Committee Chair.

Committee Chair Assignments

Office Registration /Bookkeeping

Overview

First, thank you for agreeing to serve your lodge on this important and critical task. You and your bookkeeper will be the persons responsible for receiving all registration documents and funds to attend this event. Although this event will increase your workload somewhat, it is one of the most important to be done correctly.

Essentially, you will receive registration documents, identify individuals and events they wish to participate in, plus ensure their payment matches what they desire to do. Finally, you will need to ensure others on the Convention Team know what dignitaries plan to attend the event and activities they plan to partake in.

Finally, this position will require that you work with the Budget Chair, Host Chair, Registration Chair, and others to ensure proper information is provided so they can accomplish their tasks

Tasks

Three Years Before the Event

- a. Meet with the ER and other interested committee members to decide the type of event the lodge wishes to hold
- b. Ensure the event is discussed and approved on the lodge floor.
- c. Read the convention handbook.

Two Years Before the Event

- a. Work with the budget chair, ER, Host Chair, and others to identify major lines items in the budget.

1.5 Years Before the Event

- a. Work on finalizing the budget for the event.
- b. Assist with presenting the budget to the Host Lodge Trustees.

One Year Before the Event

- a. Open a new checking account specifically for the event.
 1. **DO NOT CO-MINGLE LODGE ACCOUNTS WITH THE EVENT ACCOUNT**
 2. Signers on the account will be yourself and the Lodge Event Chair only.
 3. Standard Elks accounting practices apply.
 4. Work with the lodge bookkeeper to set up a budget for the event in Quicken or QuickBooks.
 5. Create an Excel spreadsheet to identify:
 - a. The person registering (make sure the spelling is correct).
 - b. How much they have paid.
 - c. Events they are participating in.
 - d. Meals and meal restrictions (if any).
This information will be provided to the Registration Desk personnel and people creating name badges.
 6. Ensure the spreadsheet works by having TWO people register for the event.
 7. Request a lodge loan of \$1000 to cover initial costs for the event from the Trustees.

Six Months Before the Event

- a. Provide spreadsheet information to the Host Lodge Chair, Registration Chair, and Name Badge Chair.
- b. Identify any state officer, GL officer or dignitary, out of state dignitaries, etc. and inform the State President and Event Chair of their attendance at bi-weekly intervals. They will need this information for gift baskets, complimentary rooms, and other items.
- c. Ensure all registration materials are sent to the appropriate individuals.
- d. Provide cost information to the Budget Chair on a bi-weekly basis until the event is finished.
- e. Provide copies of the registration spreadsheet to individuals creating name badges on a weekly basis.

One Month Before the Event

- a. Ensure the Lodge Convention Chair and State President are notified of any dignitaries planning to attend the event on a weekly basis.
- b. Ensure the Chef knows the head count for the banquets, other meetings, etc. on a weekly basis.
- c. Repay the Lodge for the \$1000 loan.

One Week Before the Event

- a. Provide final numbers to committee chairs needing such information.
- b. Work with the name badge chair to ensure all name badges are identified correctly with various codes for the banquets.
- c. Work with the Registration Committee to ensure all individuals who are registered have packets, name badges, etc.

During the Event

- a. Assist the Event Registration Desk personnel as needed.
- b. Assist the Event Chair as needed.
- c. Help with other activities as needed.

One Month Following the Event

- a. Rectify all income and expenses as needed and required.
- b. Close the checking account.
- c. Create appropriate documentation for a final budget review.
- d. Provide a written report to the Lodge Convention Chair.

Committee Chair Assignments

Convention Registration Packet Materials

Name badges, etc.

Overview

First, thank you for agreeing to serve your lodge on this important task. You and members of your team will be responsible for working with the Advertising / Donations committee to ensure the “Give Me” materials they solicit are included in a packet to be given to each attendee (and their guest if appropriate).

Further, you will need to ensure that all attendees receive the registration program and other informational materials.

Finally, working with the Host Lodge Chair and Lodge Secretary you will need to ensure everyone’s name badge is correctly spelled and that they are available upon check in. This may also necessitate creating a name badge for those attendees who did not preregister.

Tasks

Six Months Before the Event

- a. Begin working with the Lodge Secretary, Convention Chair to create name badges for the attendees.
- b. Update the Name Badges each week until the event begins.
- c. Ensure all appropriate meals are identified on the name badge using stickers, tickets, or some other methodology.
- d. Begin the process of procuring guest tote bags for the attendees.

One Month Before the Event

- a. Consolidate all “give me” materials in one location to begin stuffing the guest tote bags.

Two Weeks Before the Event

- a. Ensure all tote bags are ready for distribution.
- b. Update all name badges as needed.

One Week Before the Event

- a. Recheck with the Lodge Secretary EVERYONE'S names, status, name spelling, meal identification, and other items to be placed on attendee's name badges.
- b. Ensure there are enough tote bags for every attendee.

Day of the Event

- a. Update any late registrations prior to noon of the event.

Committee Chair Assignments

Desk Registration Staff

Located at the Convention Hotel and / or Host Lodge

Overview

First, thank you for agreeing to serve your lodge on this important task. Of all tasks, this one is the most important because along the committee housing team, it sets the stage for entire event. Registration review and check offs allow you and your team to meet and greet every attendee that arrives. The position requires team members with an outgoing personality, ability to rapid problem solve and having excellent people skills when issues arise. So, choose additional team members carefully.

This position also requires individuals monitoring the registration desk from Noon of the Arrival day until late Saturday Afternoon. Finally, the registration desk will need to provide the Sargent at Arms periodic reports about the attendees, dignitaries, and guests in attendance.

Tasks

3 Months Before the Event

- a. Identify 5-7 individuals who are willing to assist you with this task.

1 Week Before the Event

- a. Have a meeting, discuss times for staffing the tables, appearance, how to resolve issues with missing or incorrect materials, etc.

Day of the Event

- a. Work with the Convention Registration Team and Lodge Secretary to ensure all name badges, tote bags, and other items are ready by Noon of the event.
- b. Ensure the Registration Tables are staffed from Noon on the arrival day of the event until 3pm on the last day of the event.
- c. Greet everyone with a smile and a welcome greeting.
- d. When missing name badges, or there are mistakes, work with the attendee and Lodge Secretary to resolve the issue.
- e. Sell raffle tickets if requested.
- f. Inform attendees of maps, times for events if need and provide general assistance as needed.
- g. Be full of good cheer.

Committee Chair Assignments

Convention Program

Overview

First, thank you for agreeing to serve your lodge on this important task. This activity is the one that provides significant information about the convention to the all attendees and one that everyone looks at throughout the event. So, it must be accurate and interesting to the attendees. Your goal is to create a document that people want to take home and place in their scrapbook as a reminder of a fantastic experience. However, it also requires individuals with skill sets. Thus, you or members of your team must have good knowledge of Microsoft Word, Publisher, or programs in the Adobe Creative Suite.

Finally, developing a good program pamphlet takes lots of time, attention to detail, excellent grammar, plus proofreading knowledge. This document is something everyone sees, so put the time into it. Make sure others review and critique it, and most importantly, let your ego go when creating it.

Tasks

Two Years Before the Event

- a. Begin thinking about how you want the program to appear.
- b. Identify others with skill sets in the following areas:
 1. Microsoft Word, Publisher, or applicable products in the Adobe Creative Suite.
 2. Proofreading skills (a Copy Editor is ideal).
 3. Excellent grammar.
 4. Developing pamphlets.
- c. Locate other pamphlets that have been used in the past. One example is located in Appendix E.

One Year Before the Event

- a. Begin the pamphlet layout for two documents:
 1. The major program pamphlet.
 2. A pocket pamphlet that can be easily placed in a man's shirt pocket or side pocket of a woman's purse.
- b. Set up the initial schedule for the business meetings, dinners, etc. on a white board or scratch paper before working on the computer. Use past schedules located in Appendix A and B as a guide.

- c. Collect CURRENT pictures of the State Officers, Grand Lodge Dignitaries and others needed for the pamphlet. Make sure they look good.
- d. Talk with the Advertising/Donation Committee and Event Chair. Identify if any advertising will be included in the large pamphlet. Identify where those materials will be placed using your scratch documents.
- e. Begin the layout for the pocket pamphlet using the computer program.
- f. Begin looking for printing firms to print the document. They may create the typesetting so check that as well.
 - 1. Try to identify 3 different firms.
 - 2. Check the internet as well. Someone only printing the document may be cheaper even with shipping.
 - 3. The advantage of local firms is that they may do or help with the typesetting and cost of printing if they can advertise in the document.

Six Months Before the Event

- a. Begin contacting the State Officers and solicit a welcoming comment from each.
- b. Make sure the State President and the Winter Training Coordinator (if applicable) provides input regarding the time schedule.
- c. Begin placing all relevant program materials into a large document using a computer program or working with the printing firm (if applicable).
- d. Finalize the large document three months before the event.
- e. Finalize the small pocket document using a computer program (e.g., MS Word) three months before the event.
- f. Identify a printing firm to print the document.
 - 1. Discuss costs, turnaround time, paper quality etc.

Three Months Before the Event

- a. Submit both documents to at least three others plus the State Officers and chair of the Convention Sites Committee. Have them critique everything including:
 - 1. Ensuring the schedule and room assignments are correct.
 - 2. The timelines are correct.
 - 3. Statements are correct.
 - 4. Feedback should be returned within two weeks.
- b. Revise the documents as needed.

Two Months Before the Event

- a. Submit the documents to two others including the State President, Convention Chair, Convention Sites Committee Chair, and Winter Training Coordinator (if applicable). Have them review it again!!!
- b. Make revisions as needed.

One Month Before the Event

- a. Submit the final copy of both documents to the State President, Event Chair, Convention Sites Chair, and Winter Training Coordinator (if applicable).
- b. Turn around should be ONE WEEK!!!
- c. Make any final revisions as needed.

Three Weeks Before the Event

- a. Submit the final documents to the printer.
- b. Have 25 additional large programs and 50 small pocket programs for people who forget theirs.

Two Weeks Before the Event

- a. Provide both documents to the Convention Registration Packet Materials Chair to be placed in the tote bags.

Committee Chair Assignments

Gift Baskets for the State Sponsor, Visiting PGER, SDGER, Invited GL Committee Chairs, Out of State Visiting Presidents, others

Overview

First, thank you for agreeing to chair this important committee. This committee is designed to create nice gift baskets for visiting Grand Lodge dignitaries and out of state major guests (e.g., Visiting State Presidents. Persons on this committee need to have a good eye for color, taste, as well as identifying appropriate items for each guest. In this position, you will need to work directly with the State President, First Vice President, and the Host Lodge Chair to create tasteful arrangements that guests will discuss following the event. Make these baskets create a statement for you and state association.

Tasks:

Six Months Before the Event

- a. Identify three or four people to work with you
- b. Contact the State President. Discuss their expectations for what they desire to be included in the baskets.
- c. Have a meeting to identify the type of materials that might be included in the baskets. Items might include:
 1. Fruit.
 2. Flowers.
 3. Snacks like nut bars, chip bags, candy.
 4. Water or other beverages.
- d. Baskets for GL dignitaries will also include adult beverages. Work directly with the State President to correctly identify beverages to be placed in baskets for the:
 1. State Sponsor.
 2. PGERs that may visit.
 3. Other Grand Lodge Dignitaries.
 4. Visiting State Presidents.
 5. Others that may visit.

One Week Before the Event

- a. Collect all non-perishable items, baskets, liquids, adult beverages, etc.

Day of Arrival: 8-9am

- a. Purchase fruit and other perishable items.
- b. Create the gift baskets (Put a tag on the basket to ensure things do not get mixed up).
- c. Take a picture for the State Newspaper.

Day of Arrival: Noon

- a. Take all gift baskets to the appropriate hotels.
Make sure the correct basket goes into the appropriate room.
- b. Have all items placed in the appropriate room by 12:30 pm.
- c. Sit back and relax.

Committee Chair Assignments

Decorations for Evening Dinners, Hotel, etc.

Overview

First, thank you for agreeing to chair this important committee. This committee is designed to create nice table arrangements and decorations for the evening activities, arriving guests at the hotel, and throughout the lodge. Persons on this committee need to have an excellent eye for color, taste, as well as working with the convention theme to create decorations that guests want to take home with them. If desirable, you can provide these decorations as door prizes or auction them to cover costs for the decorations. This committee also requires a lot of people to ensure the committee is not overwhelmed. Finally, the committee will need to place table decorations rapidly once the table set ups have been complete.

Tasks

Six Months Before the Event

- a. Identify three or four people to work with you.
- b. Contact the State President and the Event Chair. Discuss expectations for what they desire, the theme of the event, etc.
- c. Have a monthly meeting to identify the type of materials that might be included on the tables for each night in the banquet hall.
 1. Have **different** decorations associated with the theme for the first and second evening meals.
 2. Note the first meal is more casual, the second formal.
- d. Create a budget to purchase the items and give it to the event chair.
- e. Decorations for the Head Table should make a statement of class and elegance.
- f. Review the protocol section to determine where various dignitaries sit and plan accordingly.

Three Months Before the Event

- a. Make final determinations of items you wish to purchase
- b. Solicit other helpers to work setting up the room each night.
 1. This may include using volunteer youth.
- c. Begin collecting and storing items for each night. Keep them separate.
- d. Create a layout of what the room should look like.
 1. If you are good with a computer, use it to help you.
- e. By now you should know in your mind how the room should look.
- f. Discuss the decorations and arrangements with the Event Chair.

One Week Before the Event

- a. Make sure all items have been collected.
- b. Have a meeting to decide tasks, etc.
- c. Reconfirm volunteer help.

Day for Each Event

- a. Identify where the various groups will sit. This is critical for the formal banquet.
- b. Decorate the room as soon as it is available. It will take more time than you expect.
- c. Use youth helpers.
- d. Take a picture of the room and send to the State Newspaper following the event.

Committee Chair Assignments

Transportation

Overview

First, thank you for agreeing to chair this critically important committee. Transportation to and from the host lodge to hotels and other locations is one of the most important committees for any event. Your position requires considerable logistical skills, knowledge of traffic patterns, time that it takes to move guests around, choosing drivers with significant people skills when guests are not behaving in a respectful manner, and numerous other tasks. It also necessitates getting courtesy cars, or using member's cars and lots of drivers to move people starting at 6am until 1am or later.

For you as chair, you need a lot of people to assist with this activity. Further, you need to ensure vehicles are cleaned inside, washed, and that all drivers not consume adult beverages at least three hours prior to their shift and not while doing their shift. This committee essentially protects the attendees and public (when attendees consume too much) as well as reduces parking issues at the host lodge. If you are green minded, it also reduces pollution as well.

Tasks

Two Years Before the Event

- a. Begin thinking of this event.
- b. Know which hotels the Housing Committee plans to use.
- c. Create a list of names of volunteers who can drive. The more the better.
- d. Create a list of car dealerships that may allow you to use courtesy vehicles
 1. Consider large passenger vans if possible or a small bus.
- e. During peak traffic times, use a stopwatch and time how long it takes from the lodge to each hotel, golf course (if applicable), location for the Spouse's Lunch (if applicable), etc.
- f. Create a time line for each facility from the lodge to each site.
- g. Create a back-up plan if you cannot get courtesy cars.

1.5 Years Before the Event

- a. Make sure you identified how you will get guests around.
- b. If using courtesy cars, contact dealerships NOW.
 - 1. Discuss their policies, insurance requirements, availability, etc.
- c. Work with the Event Chair and schedule a meeting with the traffic division of the police department.
 - 1. Discuss curb and other parking issues.
 - 2. Discuss not ticketing during the event.
 - 3. Discuss blocking off spaces for the delivery of items.

6 Months Before the Event

- a. Identify all volunteers.
- b. Contact the car dealership again. Finalize if you can use courtesy cars or vans.
- c. Have a meeting with your volunteers to discuss:
 - 1. Travel.
 - 2. Car Cleanliness
 - 3. Alcohol Policy (No drinking 3 hours before shift or during the shift.
 - 4. Reimbursement for gas policy.
- d. If using a bus, make sure the driver has the appropriate license and insurance.

1 Month Before the Event

- a. Have a meeting with all drivers.
- b. Create a schedule.

1.	Arrival day	2pm until Closing
2.	First Day	6am until Closing
3	Second Day	6am until Closing
- c. Have extra drivers when traffic loads will be large. They include:
 - 1. 6:30am – 7:45 am.
 - 2. 11:00am – Noon.
 - 3. 1.5 hours before each dinner event.
 - 4. Immediately following each dinner event.
 - 5. Spouses Luncheon (if applicable).
 - 6. Other events (golf, fishing, wine tours, etc.).

1 Week Before the Event

- a. Have a final meeting of all drivers
- b. Discuss the schedule and make adjustments as needed.
- c. Discuss them cleaning and washing each vehicle.

Day of Arrival

- a. Make sure the drivers are there, vehicles are clean and full of gas.
- b. Monitor passenger flows. If needed get more drivers.

Each Day of the Event

- a. Make sure you have enough drivers for passenger flows at high demand times.
- b. Keep the drivers spirits up with free non-alcohol beverages, food, etc.

Following the Event

- a. Collect receipts for gas from the drivers and give to the Convention chair.
- b. Have a function just for the drivers. Provide small gifts, etc.

Committee Chair Assignments

Session Meeting Set Up and Tear Down

Overview

First, thank you for agreeing to chair this important committee. Although meeting set up and tear down is not the most glamorous assignment, it is critically important. How a room looks, making sure equipment works, and making the guests feel comfortable creates an atmosphere of confidence and a desire to return instead of wanting to go elsewhere. Finally, for Winter Training Sessions, it requires multiple room set ups in the main lodge room as well as for numerous breakout sessions.

Tasks

Three Months Before the Event

- a. Identify 5-7 individuals to set up and tear down seating, desks and other items for the business and other meetings.
- b. Contact each and ensure they will be at the event.

Two Months Before the Event

- a. If a winter event, attend the meeting with the Convention Chair and the Winter Training Coordinator. Create notes if needed to ensure the rooms are set up as required.

One Week Before the Event

- a. Get a breakout of all events that necessitate assistance.
- b. Identify seating arrangements from the Convention Chair or if available, the Winter Session Training Coordinator.
- c. Work to ensure all seating for the general session is ready by 6:30am the day of the business session.
- d. Ensure breakout session arrangements are ready by 9am each day of the event. Set these rooms up as the Business Session is in progress if needed.
- e. After the general business session is finished for the day, rearrange seating for other meetings as needed.
- f. Ensure all PA, media, and other devices are removed daily and placed in a secure location after the event.

Committee Chair Assignments

Special Door Prizes

Overview

First, thank you for agreeing to chair this committee. This committee is designed to identify and purchase appropriate door prizes for various meetings. These may include the traditional business meetings as well as banquets or other events. The creativity you use makes any event fun and enjoyable. So, put some thought into this activity and committee.

Tasks

One Week Before the Event

- a. Work with the Convention Chair to get materials for the Early Bird Drawings for each day.
- b. Identify any other items that might be given out during the business sessions as well.
- c. Purchase two rolls of tickets for the event.

Each Day of the Event

- a. Make sure each attendee has their name badge on or their membership card.
- b. Pass out tickets to each business session attendee.
- c. Host the Early Bird Drawing.
- d. Host any other gift drawings.

Committee Chair Assignments

Public Address and Recording Systems

Overview

First, thank you for agreeing to chair this critically important committee. Of all committees, this one gives you no recognition if everything goes right, and heartache if something does not work. You are like the football extra point / field goal kicker. You get minimal recognition if you are successful and heartache if you are not. So, embrace who you are and the position you hold. As the writer of this document I have been where you are and know how it feels when things go right or when equipment does not work.

Regardless, your position requires that you ensure the PA and Recording Systems are functioning throughout the convention. It necessitates you or knowledgeable assistants remain on site during any meeting that requires a PA system.

Tasks

Two Months Before the Event

- a. Have a meeting with the Convention Chair and Winter Training Coordinator (if applicable).
 1. Discuss requirements for set up of the PA and Recording system.
 2. Gather appropriate equipment as needed.

One Day Before the Event

- a. Set up all PA equipment and test it.
- b. If using wireless microphones, replace all batteries.
- c. Test the system.
- d. Install and test the recording system if available.
- e. When the State Secretary arrives, install the recording system and test it with them.
- f. If using computer projections boxes, test them.
- g. If having breakout sessions, make sure all equipment works in them.

Day of the Event

- a. Test the entire system again by 7am.
- b. Someone must remain on site during all business sessions and breakout sessions in case something happens.

Committee Chair Assignments

Outside Social Activities

to be Held During the Event (Fishing, Golf, etc.)

Overview

First, thank you for agreeing to chair this important committee. Your job is to identify activities for attendees that may be enjoyable for them and/or their guests. These events may include golf, fishing trips, wine tours, or other activities. Regardless of the activities you choose, you need to determine the event, transportation to and from the event as well as work with the Host Lodge Chair, Winter Training Session Coordinator, and State President to ensure your events do not interfere with other convention activities or important meetings.

Finally, you and others on your committee will create registration forms, advertising, etc. for your event as well as hosting the event.

Tasks

Two Years Before the Event

- a. Identify the types of activities you plan to have.
- b. Solicit helpers for the event.

Golf Events

- a. If hosting a golf event, contact the course manager and discuss the event.

The conversation should address:

1. Cost for the event.
 2. Cart rental.
 3. Attire.
 4. Specific activities (e.g., longest ball, longest putt, etc.).
 5. Type of event (e.g., shotgun, scramble, etc.).
 6. Other activities.
- b. Discuss this activity with the Convention Chair
 1. Provide the type of activity, costs, etc.
 2. Provide information on what is included.

1.5 Years Before the Event

- a. Confirm the activity, costs, etc.
- b. Create a promotional brochure for the Event Chair to present to the Convention Sites Committee.
- c. Finalize costs and provide this information to the Event Chair for creating the registration form.

6 Months Before the Event

- a. Solicit "Give Me" items related to golf.
- b. These items may be part of the cost for each attendee.
- c. Reconfirm the activity with the facility.
 1. Discuss cart rentals, etc.
 2. Discuss beverage/food carts to visit golfers while play is in progress.
 3. Other items.
- d. Provide the Event Chair with promotional materials and information to present to the Convention Sites Committee and attendees during the Winter Training Session.
- e. Discuss transportation to the event with the Event Chair and Transportation Chair.

1 Week Before the Event¹

- a. **Double check everything**

Day of the Activity

- a. Hope for nice weather.
- b. Provide an announcement during the business session.
- c. Host the event.
- d. Identify the winners.

Saturday Banquet

- a. Identify the winners.
- b. Provide them with small gifts.

Fishing or Other Activities

1.5 Years Before the Event

- a. Identify the activity.
- b. Provide information the event chair to present to the Convention Sites Committee and membership during the business session.
- c. Finalize costs and provide to the Event Chair for the registration form.

One Year Before the Event

- a. Identify the helpers.
- b. Discuss transportation to the activity.
- c. Develop promotional materials to be provided to the Convention Sites Committee and membership during the business session.

6 Months Before the Event

- a. Discuss logistics with your committee.
- b. Discuss transportation to the activity with the Event Chair.

One Week Before the Event

- a. Review the activity with your helpers.

Day of the Event

- a. Provide materials at the registration desk for the event.
- b. Include time, location to meet, clothing required, etc.
- c. Have fun.

Committee Chair Assignments

Spouses Activities

For the Exalted Ruler's Spouse

Overview

First, thank you for hosting these events. You are responsible for hosting a Spouse's Luncheon and optional "Meet and Greet" for your lodge's Event. These activities are designed to be fun while allowing attendees to meet with other spouses. A general review of Tasks for the Host Lodge and ER's Spouse is provided here. Specific information including protocols for invitations, Master of Ceremonies, luncheon activities, gifts, etc. are found in the State President Spouse's Handbook

Spouse's Luncheon at the Summer Convention

Overview

The Spouse's Luncheon at the Summer Convention is usually on Friday. It is more formal in nature and often includes dignitary spouses, spouses from other states, as well as new spouses. In addition to a lunch, there are awards given for the Idaho Elk Lady of the Year, and gifts for State Officer's spouses.

The "Meet and Greet" is an optional event designed as an informal get-together and usually held on Thursday. This event may include continental breakfast, coffee and treats, or other activities.

ER's Spouse Responsibilities

The ER's Spouse organizes these events. This person will determine the seating arrangements (rounds, squares, if a head table is required, etc.). For this event and dignitaries attending, a Head Table is optional but strongly recommended.

State President's Spouse Responsibilities

- a. The President's Spouse is the Master of Ceremonies for the luncheons. They will also organize the Elk Lady of the Year nomination, ceremony, and present the award.
- b. The State President's Spouse is also responsible for purchasing and presenting gifts to the Vice President's Spouses.
- c. The new incoming President's Spouse is responsible for purchasing and presenting a gift to the Outgoing President' Spouse.

Dress is Summer Business Casual: Dress, Skirt, Nice Slacks / Capris and Nice Top (No Jeans, Shorts, or Tank Tops)

Procedure

Three Months before the Event

- a. The ER's spouse will contact the Event Chair and identify the type(s) of events they wish to hold. During these discussions, the spouse will identify the room size, if a head table is needed, food and beverages they wish available, type of entertainment, etc.
- b. Use the Protocol Information sheets located in the Appendix C for seating positions at this event.
- c. The ER's Spouse will send out personal written invitations to the spouses inviting them to participate. Information will include:
 1. The location and time the activity(s) will take place.
 2. Include the recommended dress code.
 3. Include RSVP.

Sample invitations and protocol information is provided in Appendix D

- d. The ER's Spouse will contact the President's Spouse and inform them of the arrangements.

Summer Convention “Meet and Greet” (Optional Event)

Overview

If held, the “Meet and Greet” is an event held on Thursday. Generally, this event may revolve around a continental breakfast, brunch, breakfast with coffee, donuts or other activity. This event is held for spouses to get acquainted with other spouses and normally held at the host lodge.

Dress is Summer Casual: Skirt, Nice Slacks, Capris and Nice Top (No Jeans, Shorts or Tank Tops)

Procedure

Three Months before the Event

- a. The ER’s spouse will contact the Convention Chair and identify the type(s) of event they wish to hold. During these discussions, the spouse will identify the room size, food, and beverages they wish available, etc.

- b. The ER’s Spouse will send out personal written invitations to the spouses inviting them to participate. Information will include:
 1. The location and time the activity(s) will take place.
 2. The recommended dress code.
 3. RSVP.

Sample invitations and protocol information is provided in Appendix C and D.

- c. The ER’s Spouse will contact the President’s Spouse and inform them of the arrangements.

Spouse's Luncheon at the Winter Training Session

Overview

The Spouse's Luncheon at the Winter Training Session is usually on Friday. It is less formal in nature and but can include dignitary spouses, spouses from other states, and new spouses of Leading Knights or others.

The ER's Spouse organizes this event. The ER's Spouse will need to determine the seating arrangements (rounds, squares, rectangles head table, etc.).

The State President's Spouse is the Master of Ceremonies for the luncheon.

Dress is Winter Business Casual: Dress, Skirt, Nice Slacks, and Nice Top (No Jeans).

Procedure

Three Months before the Event

- a. The ER's spouse will contact the Convention Chair and identify the type(s) of events they wish to hold. During these discussions, the spouse will select the room size, food and beverages, and type of entertainment.
- b. Use the Protocol Information Sheets located in the Appendix C for seating positions at this event.
- c. The ER's Spouse will send out personal written invitations to the spouses inviting them to participate. Information will include:
 1. The location and time the activity(s) will take place.
 2. The recommended dress code.
 3. RSVP.Sample invitations and protocol information is provided in Appendix D.
- d. The ER's Spouse will contact the President's Spouse and inform them of the arrangements.

Committee Chair Assignments

Friday and Saturday Night Entertainment (Casino nights, Karaoke, Bands, etc.)

Overview

First, thank you for agreeing to chair this important committee. Your committee is essentially the entertainment committee after business sessions and other activities are complete. These can begin whenever you, the Host Lodge Chair, and State President decide. Although these activities usually occur in the evening, they can begin earlier.

You with your committee will need to decide the type of entertainment, how it fits in with the convention theme, band contracts (if needed) and other tasks.

Tasks

Two Years Before the Event

- a. Identify the theme for the event.
- b. In a committee meeting discuss options for entertainment. Make a decision on the type of activities.
Note: Bands are more expensive. Further, attendees often leave after the Eleven O'clock Toast (no matter when it is given).
- c. Identify the number of volunteers needed for each event.
 1. For Karaoke, you may only need to have someone set up the machine.
 2. For a band, you may need someone to ensure there is enough electrical power.
 3. For a casino night, you need set up personnel, dealers, people to get items, a banker, chips, etc.

1.5 Years Before the Event

- a. Know the type of event you will hold.
- b. Identify volunteers depending on the event you will hold.
- c. Create a SEPARATE plan to hold each event.
- d. Discuss these plans with the Event Chair.
- e. If using a band, begin looking now. When identified, provide this information to the Event Chair.

One Year Before the Event

- a. Schedule the band (if applicable). Determine when to sign contracts.
- b. Provide this information to the Event Chair.

6 Months Before the Event

- a. Begin monthly meetings to discuss each event.
- b. Develop a task list for each event.
- c. Identify volunteers who will perform each task.
- d. Develop a timeline for each task and when it is to be completed.
- e. If having a casino, begin soliciting prizes for the event. Work with the donations/advertising committee on this activity. Do not contact the same people.
- f. Begin storing prizes in a secure, dry location.
- g. If using a band, have the contract signed by now.

One Month Before the Event

- a. Finalize all tasks, time lines, volunteers, etc.
- b. Anticipate what will can go wrong and be prepared to address it.
- c. Contact the band (if applicable) for what is needed.

One Week Before the Event

- a. Do final preparations.
- b. Reconfirm with all volunteers.
- c. Contact the band for a final check.

Day of the Event

- a. Set up for the event early.
- b. Check everything.
- c. If using a band, have someone there who can directly work with them.

Committee Chair Assignments

Betty Hise Trust for Cancer Research

Overview

First, thank you for agreeing to chair this important committee. The Betty Hise Trust for Cancer Research is an organization designed to raise funds for cancer research. The trust was developed to honor Betty Hise (Spouse of Past Grand Exalted Ruler Frank Hise) who passed away from breast cancer. Today, this organization through fundraisers, donations, and endowment successfully provides funding to researchers in Idaho and Oregon who conduct basic cancer research with a goal to eradicate cancer.

Tasks

Three Months Before the Event

- a. Contact the Event Chair.
 1. Advise them regarding
 - a. Room size and sufficient lighting.
 - b. Need 8, 6 to 8 foot-long tables and tablecloths.
 - c. Needing electrical power, extension cords, etc.
 - d. Need adequate security when staff are unavailable.
 - e. Easels for displaying items such as pictures or quilts.
 2. Advise the Event Chair, Master of Ceremonies, and State President if there will be a Live Auction following the Saturday Night Banquet.

One Month Before the Event

- a. Contact the Event Chair to ensure needed requests are addressed.
- b. Contact the Betty Hise representative to determine if additional tasks are needed to be completed.

Day Before the Event

- a. Set up the tables in the location discussed with the Event Chair.
- b. Meet with the Betty Hise representative when they arrive.
- c. Help as needed.

Committee Chair Assignments

Food Service

Overview

First, thank you for agreeing to chair this critically important committee. Food service for any event impacts the entire tone of the event and is critical for its success. The type of food often is irrelevant provided it tastes good, is well prepared, served rapidly and has a bit of flair.

Costs for the menu item is also important as well. Attendees for Elks events are extremely sensitive to food quality / price. Thus, use your imagination and initiative but be mindful of this fact. Essentially, as chair and often chef, you will be responsible for creating meals for the attendees and pricing the items appropriately. In this capacity, you will be working directly with the Event Chair to finalize all menu items.

Finally, for large events, having enough staff is critical to serve 200 - 300 individuals within 10-15 minutes. So, when serving the menu items, make sure you have enough staff in your kitchen to accomplish this task as well as enough food for the attendees and staff, all while keeping your sanity. As a person who has managed and done these activities, I know the insanity that occurs and patience while doing such events require. You are to be commended for your role and the responsibility it requires

Tasks

Two Years Before the Event

- a. Begin thinking of items for the following meals:
 1. Continental Breakfasts for each day of the event.
 2. Past Presidents Breakfast.
 3. State Project Lunch.
 4. Spouses meet and greet.
 5. Spouses Luncheon.
 6. Lunches for each day of the event.
 7. Arrival food dinner items (Hamburgers, etc.).
 8. Casual Dinner(s).
 9. Formal Dinner.
 10. Exhausted Roosters party (if applicable).
 11. State President's party (if applicable).
 12. Other functions.

- b. Develop preliminary menu's and budgets for each activity.
- c. Discuss the menu options during a committee meeting.
- d. Identify Kitchen Prep Help and Dishwashing.
- e. Identify Serving Help (Work with the Staffing Chair on this).

1.5 Years Before the Event

- a. Finalize the menus and budget for each event.
- b. Begin discussing kitchen assistants.
- c. Discuss the staffing for each event with the Staffing Chair.
- d. Discuss all options with the committee and event chair.

Six Months Before the Event

- a. Have all volunteer cooks and servers identified.
- b. Begin thinking of the logistics to serve large numbers of people within 15 minutes.
- c. Think of food storage, preparing multiple meals simultaneously, etc.
- d. Discuss concerns with the event chair.
- e. Discuss table set up and staffing for the various meal events with the appropriate chairs.

One Month Before the Event

- a. Identify the potential number of attendees.
- b. Plan appropriately for the amount of food you will need for the attendees and volunteers.
- c. Finalize the table set up and staffing for the various meal events.
- d. Anticipate any problems that may arise (Oven or refrigerator goes out). Have options for them.

One week Before the Event

- a. Confirm all volunteer assistants.
- b. Discuss serving staff with the staffing chair.
- b. Double check on the number of attendees.
- c. Have all food items ordered or in stock.
- d. Anticipate any problems (Oven or refrigerator goes out).
- e. Think what you want each person to do.
- f. Create timelines for each meal.

During the Event

- a. Remain calm!!!! If you do, your staff will as well.**
- b. Work off the timeline and task list to keep on track.
- c. Anticipate issues before they arise.
- d. Ask others to help if needed.

After the Day is done

- a. Take a deep breath,
- b. Reflect on what went well,
- c. Update the "To Do" task list. If needing things done, or items purchased, contact the Event Chair,

Following day, repeat the process

Committee Chair Assignments

Staffing for the Lounge, Meals, and Cleanup

Overview

First, thank you for agreeing to chair this important committee. Ensuring there is enough staff to manage multiple activities simultaneously requires the patience of a saint. Regardless, your position requires that you identify enough individuals to staff the lounge area with trained servers as well as individuals and/or groups to set up, serve meals, and clean up following the meal services for multiple events simultaneously. You will need to work very closely with the chef and/or food service chair.

As chair, you with your committee will be required to identify individuals or groups to assist with those activities. Working with outside groups such as Boy or Girl Scouts, 4-H or other groups is often necessary. However, although these groups may include some younger teens, it is suggested most groups have a predominance of older teens (15 or older).

Finally, you need to anticipate that you need at least one server per 8-person table to ensure rapid delivery of food and plate removal during the banquet dinner. You also need other youth for water service as well as enough adult (>21) beverage servers to cover a formal banquet. For youth, more is better than less (even if some are standing around). For adult servers, use standard bar management practices to ensure you have enough servers in the lounge and at banquets.

Tasks

Two Years Before the Event

- a. In addition to the lounge area, you are going to need staff for the following activities:
 1. Continental Breakfasts for each day of the event.
 2. Past Presidents Breakfast.
 3. State Project Lunch.
 4. Spouses meet and greet.
 5. Spouses Luncheon.
 6. Lunches for each day of the event.
 7. Arrival food dinner items (Hamburgers, etc.).
 8. Casual Dinner(s).

9. Formal Dinner.
 10. Exhausted Roosters party (if applicable).
 11. State President's party (if applicable).
 12. Other functions.
- b. For each of these events, you will need to work directly with the Chef to determine the number of attendees anticipated for each event.
 - c. You will need staff to help:
 1. Set up tables.
 2. Place decorations.
 3. Serve meals (if applicable).
 4. Removing plates and clean.
 5. Dishwashing for each event.
 6. Dishwashing for meal preparation.
 - d. For each function, create a task sheet and identify the number of personnel needed for each activity. (Note: Some run simultaneously such as the Spouse's Luncheon and state project lunch).
 - e. Begin discussing with the event chair the number of activities that will be happening and when.
 - f. Begin recruiting volunteer elks to supervise each event.

1.5 Years Before the Event

- a. Begin discussing the number of kitchen staff needed.
- b. Discuss the staffing and logistics for each event with the chef.
- c. Discuss all options with the committee and convention chair.
- d. Begin looking for volunteer groups.
- e. Continue identifying volunteer Elks for each event.

Six Months Before the Event

- a. Have all volunteer cooks, serving and clean up groups identified.
- b. Discuss staffing for the various meal events with the chef.
- c. Begin having meetings with your volunteer Elks to discuss logistics.

One Month Before the Event

- a. Finalize the staffing requirements for each event.
- b. Finalize all dishwashers.
- c. Contact all volunteer groups and finalize the number of young youth, older youth, and adults they will provide. Make sure you have enough. More is better than less.

One Week Before the Event

- a. Confirm all volunteer staff cooks.
- b. Discuss all serving staff with the staffing chair.
- c. Anticipate any problems.
- d. Think what you want each person to do.
- e. Create timelines for each meal.

During the Event

- a. **Remain calm!!!! If you do, your volunteers will as well.**
- b. Work off the timeline and task list to keep on track.
- c. Anticipate issues before they arise.
- d. Ask others to help if needed.

Committee Chair Assignments Other Committees

Overview

First, thank you for agreeing to chair this important committee. You have been assigned to assist with a task that either no one else wants or one that has been identified as a recent critical need. On this committee, it is important you work directly with the Event Chair to accomplish the task(s) you were assigned and to update the Chair about your progress on a regular basis.

Tasks

- a.** Since you have been given this task at the last minute, you need to immediately identify what you need to accomplish and a timeline for when the task is to be accomplished.
- b.** If you need others to help you:
 1. Identify them immediately.
 2. Have a meeting to discuss the issue.
 3. Develop a timeline to accomplish the task.
- c.** Provide committee reports to the Host Lodge Chair at their regular meetings regarding your committee's progress.

Appendix A

SAMPLE REGISTRATION FORM IDAHO STATE ELKS ASSOCIATION 94th ANNUAL SUMMER CONVENTION JUNE 1-4, 2016 MOSCOW LODGE #249

Member Name _____ **Position**

Spouse Name _____ **Position if Member**

Lodge Name/Number: _____ **Phone No.**

~REGISTRATION FORM ~		Please check
Full registration: Includes Admission to business meetings and break-out sessions, dinner at the Moscow Lodge on Thursday and Friday evenings and dinner at the Best Western University Inn on Saturday night.		
Member and Spouse	\$170.00	
Member (Single)	\$125.00	
Member Partial Registration – Includes Business Session only	\$ 70.00	

~ALA CARTE MEALS AND ACTIVITIES~		
*Wednesday night dinner at Moscow Lodge (not included in Registration fee)	\$ 12.00 each	
*Thursday – Variety of beer/wine tasting with snacks, dinner to follow at Moscow Lodge (included in Registration fee)	\$ 25.00 each	
*Ladies Luncheon on Friday (not included in Registration fee) Please Pre-pay	\$ 18.00	
*Friday night dinner at Moscow Lodge (included in Registration fee) BBQ Pork dinner	\$ 15.00 each	
*Saturday night dinner - Best Western University Inn (included in Registration fee) please check choice(s): Grilled Steak _____ <u>OR</u> Salmon _____	\$ 25.00 each	
*9-Hole Golf Tournament with Cart (not included in Registration fee)	\$ 35.00 each	
TOTAL AMOUNT ENCLOSED	\$	

~~~IMPORTANT INFORMATION~~~

~OUT OF STATE MEMBERS – NO REGISTRATION FEE~ (Does not include Hotel or Food)

~REGISTRATION FEES RECEIVED AFTER MAY 1, 2016, ARE SUBJECT TO A \$15.00 LATE FEE~

~REGISTRATION FEES MUST ACCOMPANY “REGISTRATION FORM” UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE~

~CONTACT MOSCOW LODGE #249, (208) 882-2577 WITH QUESTIONS~

~PLEASE FILL OUT THE CONVENTION AND GOLF REGISTRATION INFORMATION AND SEND COMPLETED FORMS, ALONG WITH YOUR PAYMENT, TO THE ADDRESS BELOW ON OR BEFORE MAY 1, 2016. MAKE CHECKS PAYABLE TO:

**MOSCOW ELKS LODGE #249
ATTN: ELKS CONVENTION
P.O. BOX 9026
MOSCOW, IDAHO 83843**

~REGISTRATION BADGES REQUIRED FOR ALL SESSIONS/DINNERS~

~CANCELLATION POLICY~

CANCELLATIONS PRIOR TO: *May 1, 2016, will receive a full refund; cancellations received after May 1, 2016 will receive refund of Meeting Fee of \$70.00.*

~Courtesy cars will be running to and from the hotels and Moscow Lodge~

Check with office for details – 208-882-2577

“PARADISE ON THE PALOUSE”

~ACTIVITIES~

Thursday Afternoon/Evening at Moscow Lodge:

Casual Dress

Golf Tournament: Moscow Lodge – 1:00 pm – (9 holes)

Meet the New Candidates – 3:00 – 4:00 pm

Wine and Beer Tasting 5:30 – 7:00 pm

Italian Dinner – 7:00 – 9:00 pm

**Dance the night away with the “*Singing Mailman*”
8:30 – 11:30**

Friday Afternoon/Evening at Moscow Lodge:

Exhausted Roosters’ Party – 2:00 – 4:00 pm

ER/Leading Knights’ Info Meeting - 2:00 – 4:00 pm

Social Hour – 6:00 – 7:00 pm

**BBQ Dinner (under the canopy) 7:00 – 9:00 pm and
a fun-filled Casino Night to follow (Western or
Casual Dress)**

Saturday Night at the Best Western Plus University

Inn:

No-Host Social – 6:00 – 7:00 pm

**Semi-Formal Banquet, Guest Speaker, Auction,
7:00 – 9:00 pm**

**Dancing and Music by “*The Intentions*” 9:00 –
12:00**

****ATTRACTIONS****

*** APPALOOSA HORSE MUSEUM –
MOSCOW/PULLMAN HWY**

*** PALOUSE MALL – MOSCOW/PULLMAN HWY (1/2
block away)**

*** SATURDAY MORNING FARMER'S MARKET – MAIN
STREET**

*** FRIENDSHIP SQUARE – MAIN STREET**

*** MCCONNELL MANSION MUSEUM – 110 S ADAMS
STREET**

*** CHIPMAN TRAIL – BIKING, WALKING – 8 MI TO
PULLMAN**

*** UNIVERSITY OF IDAHO - CAMPUS/BOOKSTORE**

~SCHEDULE OF EVENTS~

WEDNESDAY: JUNE 1, 2016

Noon to 10:00 p.m. Lounge open at Lodge, courtesy cars available

Noon to 9:00 p.m. Registration at the Moscow Lodge

5:00 to 8:00 p.m. No-host dinner at Moscow Lodge, courtesy cars available (hamburgers, hot dogs, baked beans, potato salad, chips, cookies)

6:00 p.m. ISEA Officers, State Trustees, Grand Lodge Officers Meeting – Moscow Lodge

THURSDAY: JUNE 2, 2016

6:00 – 9:00 a.m. Full breakfast at the University Inn with room reservation at hotel (\$10 for non-reservation)

7:00 a.m. – Noon Registration at the University Inn – West Lobby

7:00 – 8:00 a.m. Convention Sites meeting, University Inn

8:00 -11:00 a.m. Convention Business Session Opening Ceremony, Early Bird Drawing, Introductions of Dignitaries, Committee Reports

11:00 a.m. Grand Lodge Convention meeting, ER/Spouse – U-Inn

Lunch University Inn, No-host (on site restaurant)

1:00 p.m. Golf Tourney - Moscow Lodge – courtesy cars avail.

- 3:00 – 4:00 p.m. “Meet the New Candidates” – Moscow Lodge**
- 5:30 – 7:00 p.m. Wine and Beer Tasting – Moscow Lodge**
- 7:00 – 9:00 p.m. Italian Dinner- Moscow Lodge, courtesy cars avail.**
- 8:30 – 11:30 p.m. Music and dancing by the “Singing Mailman”**
- 11:00 p.m. Eleven o’clock Toast – Moscow ER, Corey Ray**

FRIDAY: JUNE 3, 2016

- 6:00 – 9:00 a.m.** **Full breakfast at the University Inn with room reservation at hotel (\$10 for non-reservation)**
- 6:30 a.m.** **Past State President's Breakfast – University Inn**
- 7:00 a.m. to Noon** **Registration at the University Inn – West Lobby**
- 8:00 – 11:30 a.m.** **Business Session, Early Bird Drawing, Committee Reports**
- Lunch** **University Inn, No-host (on site restaurant)**
- 12:30 p.m.** **Idaho Elks Re-Hab. Board Luncheon, University Inn**
- 12 Noon – 2:00 p.m.** **Ladies Luncheon, University Inn (12 – 2:00 p.m.)
(Past State President's and Secretary Spouse's meet after luncheon for meeting – 2:00 – 3:00 p.m.)**
- 2:00 p.m.** **New District Deputy-Elect meeting with Idaho Sponsor, Hon. James Damon, University Inn**
- 2:00 – 4:00 p.m.** **Exhausted Roosters' Party – Moscow Lodge
ER's & Leading Knights' Info Meeting – Moscow Lodge**
- 6:00 – 7:00 p.m.** **No-Host Cocktails, Moscow Lodge, courtesy cars available**

- 7:00 – 9:00 p.m.** **BBQ Dinner at Moscow Lodge,
courtesy cars available (western or
casual wear)**
- 8:00 p.m. – 12** **Social and Casino Games at Moscow
Lodge**
- 11:00 p.m.** **Eleven o'clock Toast, ISEA Outgoing
President,
Darrel Green**

SATURDAY: JUNE 4, 2016

- 6:00 – 9:00 a.m.** **Full breakfast at the University Inn with room reservation at hotel (\$10 for non-reservation)**
- 7:00 a.m. to Noon** **Registration at the University Inn – West Lobby**
- 8:00 – 9:00 a.m.** **Business Session, Early Bird Drawing, Committee Reports**
- 9:30 a.m. – 12:00** **Open Session, Hall of Honor Presentation, Memorial Service, ISEA Officer Installation**
- Lunch** **University Inn, No-host (on site restaurant)**
- 2:00 – 4:00 p.m.** **New State President’s Party, Moscow Lodge**

“PARADISE ON THE PALOUSE BANQUET”

- 6:00 – 7:00 p.m.** **No-Host Cocktails, University Inn Banquet Room**
- 7:00 – 9:00 p.m.** **Semi-Formal Banquet, Best Western University Inn Grilled Flat Iron Steak OR Salmon Wellington,**
- 9:00 p.m. – 12** **Dancing with live music by: *“The Intentions”* University Inn Banquet Room**
- 11:00 p.m.** **Eleven o’clock Toast, ISEA New State President, Steve Meier**

.....

**** Best Western Plus University Inn – 1516 W Pullman Road,
Moscow, Idaho 83843, (208) 882-0550 or 1-800-325-8765, Check-
In 4pm; Check-Out Noon**

Room Rate for King: \$99.99 + tax per night

Room Rate for Double: \$109.99

+ tax per night

****Includes full breakfast each morning with room reservations,
Indoor pool, Hot Tub & Sauna, Free Wi-Fi, Microwave/Refrigerator
in all rooms, Website: www.uinnmoscow.com**

***The University Inn and the Moscow Lodge #249 are smoke-free
facilities. Designated Smoking Areas are provided for your
comfort and convenience.***

Moscow Lodge Lounge Prices

Beer:

Can \$2.50

Bottle \$3.50

Liquor:

Well - \$3.00

Call - \$5.00

Premium - \$7.00 & up

Wine (glass) \$4.00 & up

.....

RV Sites:

**There are 6+ RV spaces at the Moscow Lodge on a first-
come-first-served basis, with a \$20.00 per night suggested
donation. Water and electric only.**

**There are also 5 RV sites at the Latah County Fairgrounds
with full hook-ups; 12 with electric only, dry camping**

**(tents). They do not take reservations – first come, first served. Call for prices/info.
Phone – 208-883-5722.**

Other Motels

****Fairfield Inn & Suites by Marriott, 1000 West Pullman Road, Moscow, Idaho 83843, 208-882-4600 – Fax 208-882-4601 fairfieldinn.com/PUWFI**

Check in 3pm; check out Noon

****Room Rates – Same as the Best Western Plus University Inn (30 rooms reserved) Heated Indoor Pool – Exercise Room – Business Center – Complimentary Hot Breakfast – Free Local Calls – Free Wi-Fi, Microwaves/Refrigerators in every room – Smoke Free Facility**

**MOSCOW ELKS LODGE #249
PROUDLY PRESENTS...**

**~9-HOLE – 4-PERSON SCRAMBLE
GOLF TOURNAMENT~**

- **MAKE YOUR OWN TEAM OR WE WILL MAKE ONE FOR YOU**
- **SPECIFY TEAM OR NOT: _____**

NAME:

NAME:

NAME:

NAME:

**~PLEASE RETURN THIS FORM WITH YOUR REGISTRATION
FORM~**

*****HOSTED BY BRAD AND SHELLEY ANDERSON*****

Appendix B

Idaho Falls Elks Lodge #1087

2015 Mid-Winter Convention Bid

Caring and Sharing.....It's What We Do
November 5-7, 2015





**REGISTRATION
IDAHO STATE ELKS ASSOCIATION
2015 MIDWINTER CONVENTION**



NOVEMBER 5-7, 2015

IDAHO FALLS #1087

*PHONE IN YOUR REGISTRATION NOW – SAVE TIME AND POSTAGE!
Call the Lodge at (208)522-6371 and have your credit or debit card ready!*

Member Name: _____ Position: _____
 Spouse Name: _____ Is Spouse a Member: _____ Position: _____
 Lodge Name/No: _____ Your Phone #: _____

REGISTRATION FORM			
Full Registration: Includes Admission to Business Meetings and workshop sessions and includes the following meals: Continental Breakfasts and Dinners on Friday and Saturday.			
<input type="checkbox"/>	Member and Spouse	\$120.00	
<input type="checkbox"/>	Member (Single):	\$90.00	
Partial Registration: Includes Admission to Business Meetings and break out sessions and Continental Breakfasts		\$50.00	
Will you be attending the Past State Presidents Breakfast on Saturday?			<input type="checkbox"/> No <input type="checkbox"/> Yes
ALA CARTE MEALS AND ACTIVITIES			
<input type="checkbox"/>	Thursday Evening No-host Dinner (not included in registration fee)	\$12	
<input type="checkbox"/>	Spouse Luncheon on Friday (not included in registration fee) Please Prepay	\$15	
<input type="checkbox"/>	No-host Luncheon Friday & Saturday (not included in registration fee)	\$10	
<input type="checkbox"/>	Friday Night Dinner (included in full registration)	\$15	
<input type="checkbox"/>	Saturday Night Dinner (included in full registration)	\$25	
<input type="checkbox"/>	Late Registration Fee (after 10/1/2015)	\$10	
<input type="checkbox"/>	I plan on attending the Grant Writing Workshop		<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/>	Dietary Restrictions ¹ : (check one; if yes, indicate restriction)		<input type="checkbox"/> No <input type="checkbox"/> Yes
TOTAL AMOUNT ENCLOSED:			

Entertainment: Friday Night Casino Night; Saturday night semi-formal night dinner with dancing/live band.

Theme: Caring and SharingIt's What We Do

Lodge meeting rooms available upon request.

Transportation: Shuttle to and from The Hampton Inn (on Lindsay Blvd) will be available; transportation to/from other hotels/motels will be provided as availability allows with priority given to those staying at the host hotel.

PLEASE COMPLETE THIS FORM AND RETURN TO THE ADDRESS LISTED BELOW NO LATER THAN OCTOBER 1, 2015. PLEASE MAKE CHECKS PAYABLE TO THE IDAHO FALLS ELKS LODGE #1087 AND MAIL TO IDAHO FALLS ELKS LODGE #1087, 640 EAST ELVA, IDAHO FALLS, IDAHO 83401. [CONTACT INFORMATION – CONVENTION CO-CHAIRS TEAL STAHL (208)757-0633 OR PAULA FACKRELL (208)681-6838]

¹With advance notice, dietary restrictions will be accommodated.

ISEA Winter Convention – November 5-7, 2015
Idaho Falls Lodge #1087

Thursday, November 5, 2015

11 a.m. to 1 a.m.	Lodge Lounge Open
1 p.m. to Closing	Courtesy cars available
1 p.m. to 8 p.m.	Registration Desk Open (Lodge Lobby)
3 p.m. to 9 p.m.	Meeting rooms available by appointment (contact Paula Fackrell)
6 p.m. to 7 p.m.	No-Host Cocktails (Member's Bar)
6 p.m. to 8 p.m.	No-Host Dinner (Member's Bar) (\$12 not included in registration)
7 p.m.	State Officers/Trustees Meeting (Doe's Room)
7 p.m.	Past State President and Secretary Spouse's Meeting (Lodge Room)
7 p.m. to Closing	Social Time (Member's Bar)
11 p.m.	11 O'Clock Toast (Idaho Falls Exalted Ruler) (Member's Bar)

Friday, November 6, 2015

6:30 a.m. to 1 a.m.	Courtesy cars available
7 a.m.	Convention Sites Meeting (Doe's Room)
7 a.m. to 8 p.m.	Registration Desk Open (Lodge Lobby)
7 a.m. to 8 a.m.	Coffee, juice, rolls (Member's Bar)
8 a.m. to 9:30 a.m.	Business Session (Opening ceremony, early bird drawing, introductions, roll call, committee reports, announcements) (Lodge Room)
9:35 to 10:05 a.m.	Board of Directors: Duties and Responsibilities (Lodge Room)
9:35 to 10:05 a.m.	State Officers & Trustees – Art. of Incorporation/Constitution/Other (Back Ballrm)
10:05 a.m. to 10:15 a.m.	Break
10 a.m. to Closing	Member's Bar Open
10:15 to 11 a.m.	Workshop 1 – Officer/Trustees: Duties and Responsibilities: Who is Responsible for What in a Lodge (Lodge Room)
	Workshop 2 – Secretary Duties & Responsibilities (Orme Room)
	Workshop 3 – State Officers and Trustees Con't. (990 and Other Investment Issues) (Back Area of Ballroom)
11 a.m. to 11:15 a.m.	Wrapup and Announcements (Lodge Room)
11:20 a.m.	Grand Lodge Convention Meeting (Lodge Room)
12:15 p.m.	No-Host Lunch at Lodge (Orme Room)
12:30 p.m. to 3:30 p.m.	11 O'Clock Toast Contest (Card Room)
1 p.m.	Idaho Elks Rehab Services Board Meeting Working Lunch (Doe's Room)
	Other Group Meetings as needed (Contact Paula Fackrell)
1 p.m. to 1:45 p.m.	Workshop 4 – Understanding Quick Books Profit/Loss Statements (Back Area of Ballroom)
	Workshop 5 – Strategic & Business Planning for Lodges/90-Day Plans (Lodge Rm)
2 p.m. to 3 p.m.	Workshop 4 (repeat) (Back Area of Ballroom)
	Workshop 6: Publishing/Advertising/Marketing/Publicity Do's & Don'ts (Lodge Rm)
3 p.m. to 4:45 p.m.	Inter-Lodge Social (Hampton Inn Conference Room)
3 p.m. to 7 p.m.	Drug Awareness Poster Pictures Voting (Lodge Lobby)

Friday, November 6, 2015 (con't.)

6 p.m. to 7 p.m.	No-Host Cocktails (Lodge Ballroom)
7 p.m. to 8:30 p.m.	Dinner (Casual Dress, Lodge Ballroom)
8:30 p.m. to 11 p.m.	Casino Night (Lodge Ballroom)
11:00 p.m.	11 O'Clock Toast by Winner of 11 O'Clock Toast Contest (Lodge Ballroom)

Saturday, November 7, 2015

6:30 a.m. to 1 a.m.	Courtesy cars available
7:00 a.m.	Past State President's Breakfast (Ballroom)
7 a.m. to 4 p.m.	Registration Desk Open (Lodge Lobby)
7 a.m. to 8 a.m.	Coffee, juice, rolls (Members Bar)
8 a.m. to 8:45 a.m.	Business Session (Early bird drawing, finish reports, Announcements, any voting)
8:45 a.m.	Nonmembers admitted
8:50 a.m. to 9:15 a.m.	Open Session (ERS Report/Status/Discussion; Grant Awards)
9:30 a.m. to 10:15 a.m.	Workshop 7 – Budget Planning (Lodge Room)
	Workshop 8 – Insurance (What Is and Is Not Covered) (Doe's Room)
10 a.m. to 1 a.m.	Member's Bar Open
10:15 a.m. to 10:30 a.m.	Break
10:30 a.m. to 11:15 a.m.	Workshop 7 (Repeat) (Doe's Room)
	Workshop 9 – Ways to Make Lodge Meetings Fun (Open Forum) (Lodge Room)
11:30 a.m. to 12:30 p.m.	Town Hall Meeting (Bring your questions/problems/suggestions) (Steve Meier, Moderator)(Lodge Room)
11:30 to 2 p.m.	Spouse's Lunch (Location TBD)
12:30 to 1:30 p.m.	No-Host Lunch at Lodge (Orme Room)
1:00 p.m.	State Officer's Meeting (Card Room)
1:00 p.m. to 5 p.m.	Workshop 10 – Writing Effective Grants (Identify a topic, bring a laptop; you will create a grant during this training) (Off-site location – Hampton Inn)
1:30 p.m.	District Deputy Meeting with Honorable James Damon (Doe's Room)
1:30 p.m. to 2:20 p.m.	Workshop 11 -- Identifying Potential Officers and Increasing Interest (Lodge Rm)
	Workshop 12 – Becoming Involved with State Committees (Back Area of Ballrm)
	Workshop 13 – Food & Beverage Control; Ways to Increase Your Profits (Orme Rm)
2:30 p.m. to 3:15 p.m.	Keynote: The Ritual (Lodge Room)
4:00 p.m.	Social Time (Member's Bar)
6 p.m. to 7 p.m.	No-Host Cocktails (Lodge Ballroom) Semi-Formal Dress
7 p.m. to 9 p.m.	Dinner (Semi-Formal Attire Lodge Ballroom)
9 p.m.	Social Time/Dancing (Lodge Ballroom)
11:00 p.m.	Eleven O'Clock Toast by ISEA State President Green

The entire lodge facility is smoke-free and has been since 2008. Designated Smoking Areas are provided for your comfort and convenience.



Places to See and Things to Do while You Are in Idaho Falls

- Museum of Idaho Real Pirates (A National Geographic Exhibit)
- Idaho Falls Art Galleries:
 - Elegance in Art, 367 W Broadway
 - Willowtree Gallery, 216 Cliff Street
 - Art Museum of Eastern Idaho, 300 South Capital Ave.
 - Collector's Corner Museum, 900 John Adams Pkwy.
- Idaho Falls Greenbelt (walking trails and picnic area)
- Freeman Park (children's playground, picnic area & Frisbee golf) and Idaho State Vietnam War Memorial at Freeman Park
- Shopping:
 - Grand Teton Mall, 2300 E. 17th Street, Idaho Falls
 - Trackside Mall, 301 Poulson Street, Idaho Falls (within walking distance of the Idaho Falls Lodge) (208)523-9111 (antiques and unique gifts)
 - Country Store Boutique, 4523 E. Ririe Highway, Idaho Falls (208)522-8450 (antiques)
 - Consignment Store, 910 E. Lincoln Road, Idaho Falls (208)716-9491
 - Collective Artisans and Crafters Boutique, 396 Park Ave., Idaho Falls (208)821-5146
- Fort Hall Casino: Off interstate 15 - 237-8778 or www.forthallcasino.com
- Heise Hot Springs, 5116 E. Heise Rd., Ririe (208) 538-7944



Hotels/Motels:

Please note that while there are many hotels in the Idaho Falls area, the host hotel (Hampton Inn – Idaho Falls/Airport on Lindsay Blvd.) has given us the best rate and to facilitate efficient shuttle service between the hotel and lodge, we are encouraging convention attendees to stay at the Hampton. Mention State Elks Convention for convention rate. Convention rates good only until October 15, 2015; after October 15, the rate may be higher.

- Hampton Inn (Host Hotel), 645 Lindsay Blvd, Idaho Falls (208) 523-1400

One king or 2 queen beds convention rate \$94 plus applicable taxes includes full hot breakfast; pool, hot tub and business center available 24 hr/day. Rooms with roll-in showers and handicap accessible tubs available (please specify when making reservations).

RV Parking:

- Snake River RV Park, 1440 Lindsey Blvd, Idaho Falls, ID 83402 (208)523-3362 – Pull through spaces with water/electric/sewer hookups \$36.50 (tax included; dump station available).
- RV Parking at Idaho Falls Elks Lodge, 640 East Elva, Idaho Falls (208)522-6371; four spaces available; first-come, first served.

Bed & Breakfast Inns:

- Destinations Inn, 295 West Broadway, Idaho Falls (208)528-8444 or www.destinationsinn.com
- Blue Heron Inn, 706 N. Yellowstone Hwy., Rigby, ID 83442 (208) 745-9922 www.idahoblueheron.com

For more local information, please contact The Greater Idaho Falls Chamber of Commerce (www.idahofallschamber.com) (208) 523-1010

Lounge prices

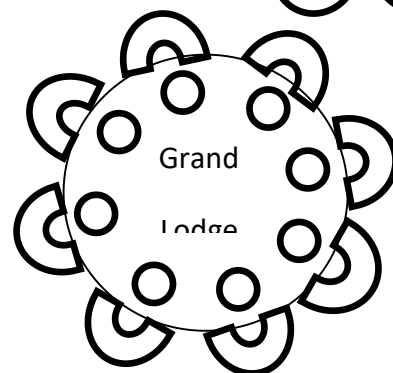
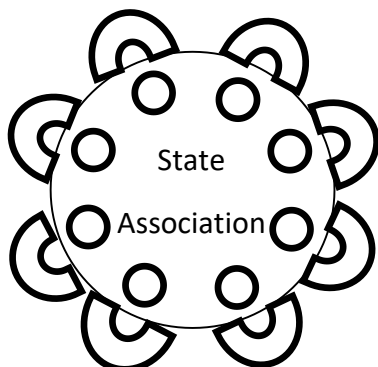
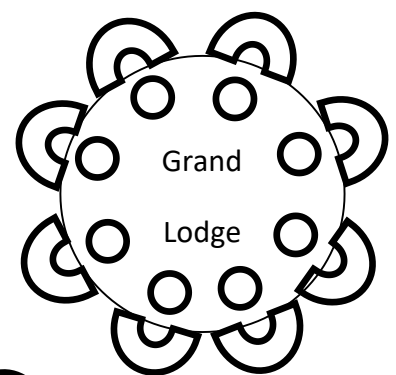
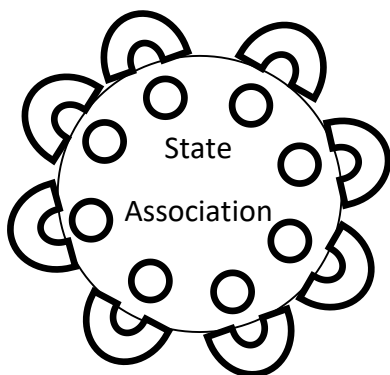
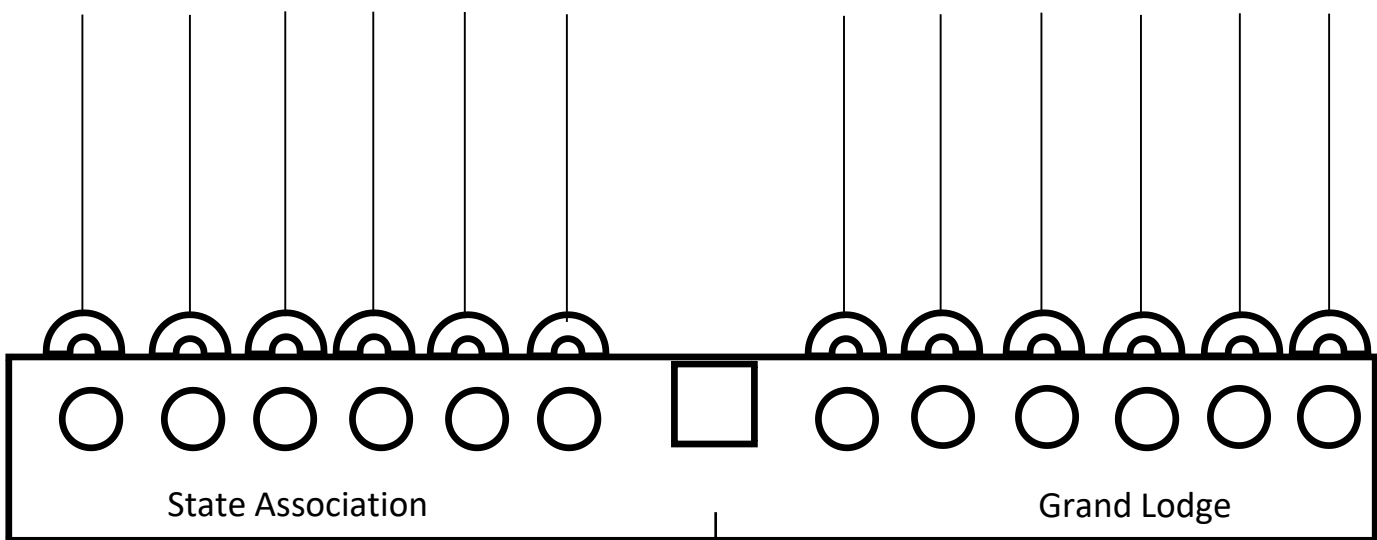
Beer		Liquor & Wine	
Can/Bottle	\$1.50 & Up	Well	\$3.25 & Up
Domestic Drafts	\$2.25 & Up	Call	\$3.50 & Up
Microbrew Drafts	\$3.50 & Up	Wine (by the glass)	\$3.00 & Up

Appendix C

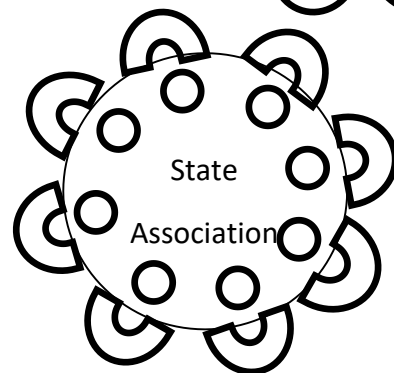
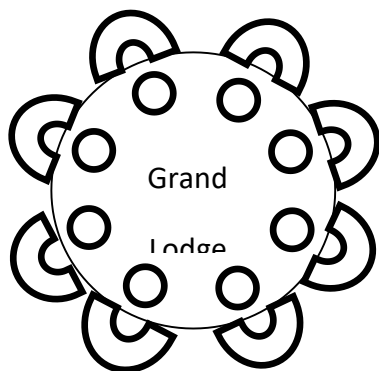
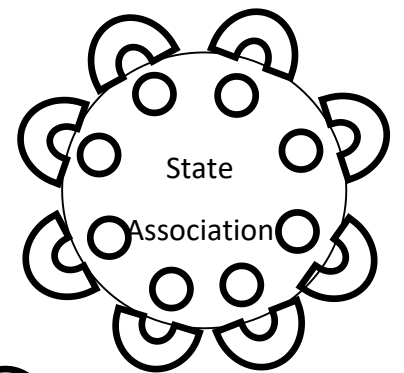
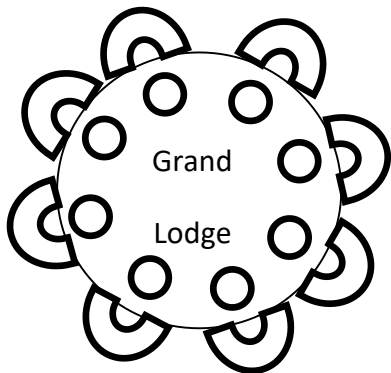
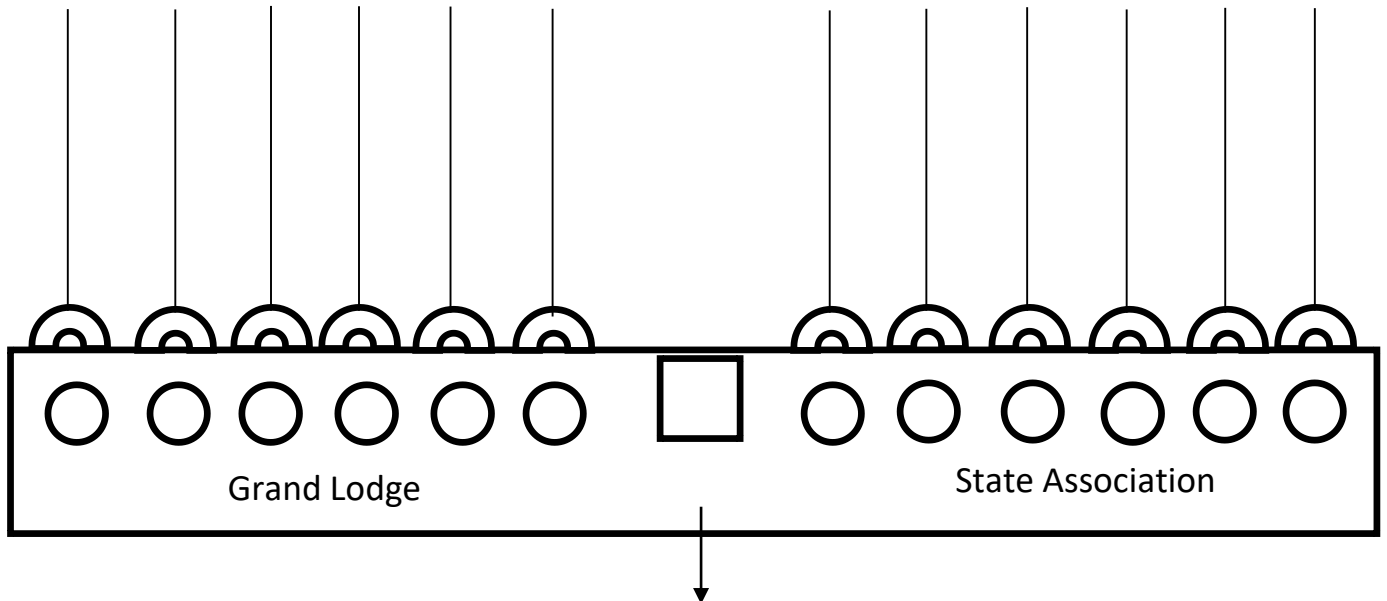
Materials Related to Protocol

Additional Information is Found in the Protocol Handbook Obtained from Grand Lodge

SEATING ARRANGEMENT FOR STATE BANQUET



SEATING ARRANGEMENT FOR GRAND LODGE BANQUET



ORDER OF INTRODUCTIONS

(Newest to oldest, lowest to highest)

1. Exalted Rulers
2. Past Exalted Rulers
3. District Committee Chairpersons
4. State Committee Chairpersons
5. Past State Presidents
6. State Officers
7. Past District Deputy Grand Exalted Rulers
8. District Deputy Grand Exalted Rulers
9. Grand Lodge Special Representatives
10. Special Deputy Grand Exalted Rulers
11. Past Grand Lodge Chairpersons and Committee Members
12. Grand Lodge Chairpersons and Committee Members
13. Past Grand Lodge Officers
14. Appointive Grand Lodge Officers
15. Elective Grand Lodge Officers
16. Past Grand Exalted Rulers (in order of seniority).
17. Grand Forum (in order of seniority).
18. Grand Exalted Ruler (Introduced by sponsoring Past Grand Exalted Ruler if present)

Appendix D Examples

Invitation

Who

What

Where

When

Cost

(Hosted / No Host)

Idaho State Lady Elks

*Cordially Invites you to
the 2017 Ladies Lunch*

Friday, June 2, 2017

From 11am to 1 Pm

Salmon Lodge Banquet Room

Catered by Café de Salmon

\$10.00 Per Person

Dress

Summer Business Casual

*Dress, Skirt, Nice Slacks / Capris and Nice
Top (No Jeans, Shorts, or Tank Tops)*

Example

You are cordially invited to
 2017 Idaho State Elks Association
Harvest Ball
In Honor of Idaho Veterans

★ *Riverside Hotel* ★

★ *Saturday, October 17, 2017*

★ *1111 Riverside Avenue*

Boise, Idaho ★

★ *6:00 pm Champagne Reception*

Example ★
Reservations are limited and must be received by October 1

★ *7:30 pm Dinner* ★
 Contact the Idaho State Elks Association
 with your dinner selection and name of
 guests for placed seating at 208.777.8888


★ *Send to* ★
Idaho State Elks Association
1111 Market Street
Boise, Idaho 83814

★ *Semi-formal dress* ★




Ways to Address Envelopes


Grand Lodge / Past Grand Exalted Ruler

<p>My Elks Lodge #1234 1234 Mv Street</p>	
<p>Hon. James W. Damon, P.G.E.R. B.P.O. Elks 2755 Crossing Dr. Ste 209 Bend, OR 97701</p>	

District Deputy or Past District Deputy

<p>My Elks Lodge #1234 1234 Mv Street</p>	
<p>District Deputy Grand Exalted Ruler Sally W. Smith and Tony 9876 W. 23rd Ave. Shoshone, Idaho 88888</p>	

State Officer

<p>My Elks Lodge #1234</p>	
<p>James Q. Smith and Mary Vice President North District 4598 S. South Street K... .. 88888</p>	

PROPER FORMS OF ADDRESSING ENVELOPES

Always consult your current ***Grand Lodge & State Association Directory*** for the correct name and address when contacting Grand Lodge personnel.

Members of the Order are not referred to as “Mr. or Mrs.” And never **use nicknames nor titles** such as “Dr.”

Samples of correct usage of titles and the word “Honorable” or “Hon.”: All Grand Lodge Officers, such as Grand Exalted Ruler, Grand Esteemed Leading Knight, Grand Secretary, etc., are to be addressed as follows:

Hon. (Name), G.E.R.

B.P.O. Elks

(then 2-line address)

(Does not apply to the Grand Chaplain or to the Administrative Assistant to the Grand Exalted Ruler)

The **Chairman of the Board of Grand Trustees** is to have the word “Hon.” as follows:

Hon. (Name), Chairman

Board of Grand Trustees

B.P.O. Elks

(then 2 line address)

All remaining members of the **Board of Grand Trustees** are to have the word “Hon.” as follows:

Hon. (Name), Grand Trustee

B.P.O. Elks

(then 2-line address)

The **Chief Justice of the Grand Forum** is to have the word “Hon.” as follows:

Hon. (Name), Chief Justice

Grand Forum, B.P.O. Elks

(then 2-line address)

All remaining Justices of the Grand Forum are to have the word “Hon.” as follows:

Hon. (Name), Justice

Grand Forum, B.P.O. Elks

(then 2-line address)

Past members of the Grand Board of Trustees and the Grand Forum should be addressed as above with "Past" in front of their title.

The Chairman of the Committee on Judiciary is addressed with "Hon." Remaining Judiciary Committee Members are addressed with "Hon." ***All Committee Chairmen and members not mentioned are not addressed with "Hon."***

All **P.G.E.R.s** are addressed as "Hon." such as:

Hon. (Name), P.G.E.R.
 B.P.O. Elks
 (then 2-line address)

All **District Deputy Grand Exalted Rulers** are to be addressed as follows:

(Name), D.D.G.E.R.
 (State) South District
 B.P.O. Elks
 (then 2-line address)

(* Be sure to indicate the District as above) District Deputies do not carry the word "Hon."

All **Special Deputy Grand Exalted Rulers** are to be addressed as follows:

(Name), S.D.G.E.R.
 (State) South District
 B.P.O. Elks
 (then 2-line address)

Special Deputies do not carry the word "Hon."



*94th Annual Idaho
State*

**Elks Summer
Convention**

Paradise on the Palouse

June 1 - 4, 2016

Moscow, Idaho #249



ISEA Lodges

Idaho - North CoeurD
Alene, #1254

Grangeville, #1825

Kellogg, #1841

Lewiston, #896

Moscow, #249

Sandpoint, #1376

St. Maries, #1418

Wallace, #331

Idaho-South

Boise, #310

Caldwell, #1448

Gooding, #1745

Mountain Home, #2276

Nampa, #1389

Snake River, #2807

Weiser, #1683

Idaho - East

Blackfoot, #1416

Idaho Falls, #1087

Pocatello, #674

Preston, #1670

Rupert, #2106

Salmon, #1620

OPEN REMARKS

FROM MOSCOW DIGNITARIES

Mayor: Bill Lambert

Police Chief: James Fry, Jr.

University of Idaho Pres: Chuck Staben

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Transportation will be available starting at noone each day from the Moscow Lodge to and from area hotels for the convenience of convention attendees.

Check with the office for details.

208-882-3015



A Little Pre-1970 History

Moscow Lodge 249 of the Benevolent and Protective Order of Elks is the oldest lodge in the state of Idaho. It had its beginnings on December 28, 1892, when a contingent of Spokane Elks, Exalted Ruler George Turner presiding, officiated in chartering the new lodge.

Thirty two charter members were initiated in the meeting which took place in the I.O.O.F. Hall. The first officers were: C.S.Scott, Exalted Ruler; J.H. Forney, Lecturing Knight; I.C. Hattabaugh, Leading Knight; P. Tillinghast, Loyal Knight; R.S. Brown, Treasurer; Morgan Tillinghast, Secretary; The Rev. P. Murphy, Chaplain; George N. Hinckley, Inner Guard, and John Almquist, Tiler.

The lodge did not have its own home until 1905, when a temple was built at the corner of First and Main at a cost of \$20,000. The Two Forty-Niner, the lodge newsletter, reported that when the building was finished, "the bondholders held a jubilee and burned most of the bonds, thus putting the lodge in good financial shape."

By 1920 the membership had grown from the original 35 to 750. World War I took the lives of two members, C. Boyd Maynard and William M. Green, and affected the lodge in other ways, as the newsletter pointed out: "During the Great War the lodge practically ceased lodge work. The temple was turned over to the S.A.T.C. boys as a convalescent hospital and but two meetings were held during the winter of 1918."

Things began to pick up after the war. A bowling alley was installed in the temple in 1916, and a band, organized in 1920, began providing music for important occasions. In keeping with the Elks emphasis on American traditions and ideals, the lodge initiated Flag Day ceremonies on June 18, 1922. World War II did not have the drastic effect of World War I. In 1941 the lodge purchased the nine-hole Moscow Golf Club and in 1942 completed some remodeling of the temple. Extensive remodeling of the Elks Temple was conducted in 1962, and a new clubhouse was constructed at the golf course in 1967.



Corey Ray

Exalted Ruler

Moscow Lodge #249

Dear Fellow Members,

I am pleased to welcome the Honorable John and Marsha Amen, the Honorable James and DJ Damon, and all of you to Moscow. We are excited and honored to host this year's State Convention for several reasons. First, we are very proud of our community and the surrounding area. This time of year has everything looking green and striking out here at the Lodge and golf course. It reminds me how fortunate we are to be so close with the natural beauty of our area. Second, it gives us great pleasure to be hosting the state convention that sees our own Steven Meier assume the Presidency of the State Association. When I took on my first role as Chaplain, Steve was my Exalted Ruler and he spent a lot of time with me helping me understand the importance of leading within the Lodge. To know that we now have the opportunity to make his moment possible is very satisfying. Finally, on behalf of the convention committee, the Moscow members, and myself, we want to thank you for coming to our community and allowing us to host the 2016 Idaho State Elks Summer Convention.

Fraternally, Corey
Ray

11TH HOUR TOAST

Elkdom's hour is darkened, the eleventh hour is here;
The chimes are calling softly to our brothers far and near.
Wherever footsteps take him, to near or distant shore,
The heart of Elkdom beats for him and for those who
come no more.

If you see a brother falter, reach out a helping hand,
His virtues live in memory, his faults drift with the sand.

TO OUR ABSENT BROTHERS!

Bill Lambert

Mayor of Moscow

Moscow Lodge #249



On behalf of the City of Moscow, I'd like to welcome attendees, their families and friends for the 2016 Idaho State Elks Convention. Elkdom is something I have enjoyed for many years – as an Elk for this past 43 years I see firsthand what we can achieve in our community and state.

We are excited to host this group and look forward to making your time in Moscow memorable. As you enjoy what I'm sure will be productive sessions, as well as the many social activities organized by Moscow Lodge #249 for the event please also enjoy the great scenery, biking and walking trails, and other recreational activities Moscow has to offer as well. During your stay, don't hesitate to visit City Hall at the corner of Third and Washington, or visit our Chamber of Commerce folks located in our vibrant downtown at 411 S. Main for more information on the great activities the area has to offer. The Moscow Farmers Market located downtown on Saturday June 5 is a must see. Voted the best market in Idaho, the event celebrates local farmers, artists, craftspeople and musicians and includes fresh produce, meat, delicious homemade baked goods, healthy nursery plants, beautiful flowers and quality handmade crafts.

I know you'll enjoy your time in Moscow and the Palouse and we are happy to have you! Please reach out if you have any question before, during, or after the convention. We love meeting visitors to our community and helping them discover the best the Palouse has to offer!

Fraternally,
Bill Lambert, Mayor



James W. Damon

Past Grand Exalted Ruler

John Day Lodge #1824

It is great to once again join the hard-working Elks of Idaho for your Summer Convention. We are fortunate to have with us for this meeting our immediate Past Grand Exalted Ruler John Amen and his wife Marcia, and we know you will greet them with the warmth and hospitality that Idaho Elks are known for throughout Elkdom. I am sure John and Marcia join us in looking forward to learning of the good things your Lodges are doing in your communities.

Always of interest will be news of developments with your new Rehab Endowment. Your Rehab Board and State officers continue to devote long hours and considerable effort to make this a state project you can be proud of. As always, I am so proud to be your Grand Lodge Sponsor.

DJ and I, John and Marcia look forward to visiting with each of you during this session.

Fraternally,
Jim Damon, PGER



John Amen

Past Grand Exalted Ruler

Denver, CO Lodge #17

GREETINGS, IDAHO ELKS

Hello, everyone. Marcia and I have been looking forward to again seeing our friends from Idaho – and also making new friends. We welcome the opportunity to see the city of Moscow for the first time and hope to get a glimpse of the campus of the University of Idaho.

It is indeed an honor to be here in the paths made by the footsteps of the great explorers – Lewis and Clark – who came through this valley on their way west in 1805 and then back to the east in 1806. We are aware of the distinction that Lewiston holds of being the farthest easterly inland port of the Pacific Coast.

As to Elkdom, I remind the leaders of our Local Lodges of the five principles of a successful year: (1) good leadership by setting the good example, (2) educating and training your Membership, (3) planning, goal setting and understanding budgeting, (4) executing plans and achieving goals, and (5) ***communicating, communicating, communicating.***

That's all for now. See you soon.

Fraternally,
John D. Amen, PGER



Del Miley

Special Deputy GER

Idaho Falls, ID #1087

Welcome to the Palouse for our ISEA Summer Convention. It has been some time since Moscow Lodge has hosted an ISEA convention, and I know their officers and members have worked hard to provide an enjoyable and informative meeting.

We are still early in our Lodge year, but this meeting is an opportunity to evaluate our Lodge programs, and also learn from other Lodges of activities that are working for them. We are seeing reports of many great programs being funded by grants from ENF, so if your Lodge is not taking advantage of these opportunities to help your communities, I urge you to become more active in seeking these grants.

It is always great to see friends we have not seen for a while, and to make new ones at these conventions. Donna and I welcome this time to be with you all again, and wish you safe travel and every success in the coming Lodge year.

Fraternally,
Del Miley, SDGER

Keith Mills

Grand Lodge Hoop

Shoot Director

Region 1



Caldwell Lodge #1448

Greetings Idaho State Elks Association. Amy and I are looking forward to seeing old friends and making new ones. You all know by now that I am your Regional Hoop Shoot Director and I can say it is one of the most rewarding positions that I have had the pleasure to hold. This year the National Finals moved to Chicago and showcased our wonderful Veterans Memorial as well as our National Headquarters. This is my last year in this position. The Elks Organization has other plans for Amy and I coming up in Houston. Idaho has always supported both of us in all our endeavors and we will continue to serve and make Idaho proud. We can not say it enough to the Membership of Idaho, but Thank You for all the support. Both of us are looking forward to spending time with all of you.

Fraternally,
Keith Mills,

NW Regional Director

Darrel Green

President ISEA

Gooding Lodge #1745



I would like to take this opportunity to thank all of the Elks members and lodges for their hospitality. This year has been a very pleasurable experience, and has allowed me to visit many friends, old and new. I look forward to seeing all of you at our 94th Summer Convention, being held at the historic Moscow Lodge No. 249.

Fraternally,
Darrel L. Green
President

Idaho States Elks Association

Steve Meier

**Vice President - Idaho
North**



Moscow Lodge #249

I want to welcome you to the Idaho State Summer Elks Convention. The members of Moscow Lodge #249 have worked hard to provide everyone with a plethora of activities to enjoy during your stay. Of course there are the standard parties, meetings, and golf tournaments. However, Moscow offers numerous activities for you as well. For example, the Appaloosa Horse Club main office is located just west of Walmart and Cowgirl Chocolates is just down the street to the east. The University of Idaho is also located directly across from the Best Western Hotel. It is the premier research university in Idaho receiving approximately 90 million dollars for research each year. It is also the home of top tier engineering and architecture programs, the law school for Idaho, and the Lionel Hampton Jazz festival. Finally, Moscow has a fantastic Farmer's Market each Saturday morning; several brew pubs and many parks. So, when you want a break, take a walk around the area, stop and visit some of the antique shops, and if you desire excellent cheese, drive 8 miles west to WSU and pick up some Cougar Gold.

Have a great time and enjoy the weekend.

Fraternally,

Steve Meier





David McFarland

Vice President - Idaho East

Salmon Lodge #1620

Welcome to the 2016 Elks Summer Convention! The greatest assets of Elkdom are our members and only at the conventions do I get to meet and visit with such a great group of them. Every year I am excited to go, renew old friendships and kindle new ones. If I haven't met you please stop me and introduce yourself. If I've met you and forgot your name, remind me. I seem to be aging less than gracefully.

Moscow Elks Lodge members have devoted a huge amount of time and energy to hosting this Convention. Be sure to thank each one as you see them.

Moscow is like a homecoming to me. It is a small, friendly town and was very kind to me as a student (BS ChE 71). It is the only place other than Carmen where I have ever lived for more than a year. I am pleased to be visiting again.

Fraternally,

Dave McFarland, VP Idaho East



Steve Johnson

Vice President - Idaho South

Nampa Lodge #1389

What a great time to be in Moscow to enjoy the fellowship and hospitality of this community. We look forward to meeting the newly installed officers of Idaho's local lodges, and encourage each of you to introduce yourself to fellow officers. Get to know each other and share your ideas to promote and continue the good work of Elkdom in the coming year. We know the committee has worked very hard to make your visit

enjoyable. There are some great activities planned, please take part and enjoy the hospitality. Wishing you safe travel to and from this gathering.

Fraternally,

Steve Johnson, ISEA VP South

IDAHO ELK OF THE YEAR

Year	Name	Lodge
1973	W. Doug Briscoe.....	Caldwell 1448
1974	Leonard F. King	Burley 1384
1975	Albert T. Klink.....	Burley 1384
1976	Laverne "Kenny" Kynaston.....	Pocatello 674
1977	Lee Stevenson	Weiser 1683
1978	Ario W. Giles.....	Lewiston 896
1979	Ernest Hopkins	Caldwell 1448
1980	Doug Scoville	Moscow 249
1981	Daren McIntier	Boise 31
1982	Gary Fairchild	Pocatello 674
1985	Frank Lakey.....	Nampa 1389
1986	G.R. "Rod" Thomas	Kellogg 1841
1987	John Conners	Boise 310
1989	G.W. "Bill" Nicks	Weiser 1683
1990	Fred Manthey	Wallace 331
1991	Marty Benkle	Blackfoot 1416
1992	Robert C. Marzulli.....	Saint Maries 1418
1993	Walter Burkenbile	Caldwell 1448
1994	Jon Cowley.....	Idaho Falls 1087
1995	C.J. Capporelli.....	Boise 310
1996	Herb Lewis	Caldwell 1448
1997	Kenneth Negard	Coeur d'Alene 1254
1998	Dave Clapp.....	Idaho Falls 1087

1999	Waide Hamner.....	Coeur d'Alene	1254
2000	Marvin Chamberlain	Snake River	2807
2001	Jon Cantamessa	Wallace	331
2002	Darrel Moser.....	Caldwell	1448
2003	Bill Bradley	Snake River	2807
2004	George Wolfkiel	Caldwell	1448
2005	Dick Winder	Caldwell	1448
2006	James Knight.....	Coeur d'Alene	1254
2007	Doug Harris	Caldwell	1448
2008	Rick Alexander	Coeur d'Alene	1254
2009	Robert Shaw.....	Coeur d'Alene	1254
2010	Tom Marmon	Caldwell	1448
2011	Ralph West	Preston	1670
2012	John Herman.....	Mt. Home	2276
2013	Lynn Bittick	Caldwell	1448
2014	Dave McFarland	Salmon	1620
2015	Keith Mills	Caldwell	1448

IDAHO ELKS HALL OF HONOR

O.P. Duvall.....	Twin Falls*
Williams S. Hawkins	Coeur d'Alene*
Pat King	Boise*
Bill Rullman.....	Wallace*
Chet Stahl.....	Boise*
Joe McArthur	Lewiston*
Loren Basler	Boise*
Ed Baird.....	Boise*
Edward Yates	St. Maries*
Bob Hogg.....	Boise*
Bob Bybee	Idaho Falls
Don Rainville	Lewiston*
Bill Taylor	Blackfoot*
John Leinen	Twin Falls*
Phil West	Preston*
John Shook.....	Salmon*
Bob Overstreet	Boise*
Woodrow W. Benson	Boise*
Bill Richardson.....	Blackfoot*
G. Lester Von Bargaen	Lewiston*
Bob Jahn	Idaho Falls
Max Nelson.....	Moscow
Dick Williams	Boise
Don Grayot	Salmon*
Don Gummersall.....	Boise*
Don C. Tolley	Caldwell
George Benjamin.....	Boise
Bill Shumate	Nampa*
Earl Summers.....	Idaho Falls*
James Lynn Jr.	Wallace
John "Buzz" Nanninga	Lewiston
Sherman Akers	Pocatello
Ken Downend	Boise

Leonard Pretl Blackfoot
L. Dan Rowell Caldwell
Art Smith.....Grangeville
Larry Bergschneider Idaho Falls*
Kenson E. "Red" Pollard..... Caldwell
Darwin G. Shulsen..... Jerome
Delmar V. Miley Idaho Falls
J. Charles Blanton Boise
L.J. "Mac" McCluey..... Boise
Lou Morton Rupert
Terry Storjohann Wallace
William Yerkericius..... Snake River
Virgil Isaacson Caldwell
Joe Caroselli..... Boise
Marvin ChamberlainMoscow
J. Curtis NeelyMoscow
Robert McCall.....Lewiston
William N. Harwood Pocatello
John HermanMountain Home
Mel RodriguesLewiston
Ralph WestPreston
Bob Archer..... Rupert
Ed Sanman III.....Lewiston
Jim Kile Caldwell
Mel England..... Blackfoot

Honorary Members

Frank Hise* PGER.....Corvallis, OR
James W. Damon PGER.....John Day, OR
Carl Lino PG Treasurer.....John Day, OR

*Known Deceased

SCHEDULE OF EVENTS

WEDNESDAY, JUNE 1, 2016

Noon - 10:00pm

Lounge open at Lodge, courtesy cars available

Noon to 9:00pm

Registration at the Moscow Lodge

5:00 - 8:00pm

No-host dinner at Moscow Lodge, courtesy cars available (Hamburgers, hot dogs, baked beans, potato salad, chips, cookies)

6:00pm

ISEA Officers, State Trustees, Grand Lodge Officers

Meeting - Moscow Lodge

THURSDAY, JUNE 2, 2016

6:00 - 9:00am

Full breakfast at the University Inn with Room reservation at hotel (\$10 for non-reservation)

7:00am - Noon

Registration at the University Inn - West Lobby

7:00 - 8:00am

Convention Sites meeting, University Inn

8:00 - 11:00am

Convention Business Session Opening Ceremony, Early Bird Drawing, Introductions of Dignitaries, Committee Reports

11:00am

Grand Lodge Convention meeting, ER/Spouse - U-Inn

Lunch

University Inn, No-host (on site restaurant)

1:00pm

Golf Tourney - Moscow Lodge - Courtesy cars available

3:00 - 4:00pm

"Meet the New Candidates" - Moscow Lodge

5:30 - 7:00pm

Wine & Beer Tasting - Moscow Lodge

7:00 - 9:00pm

Italian Dinner - Moscow Lodge - Courtesy cars available

8:30 - 11:30pm

Music & Dancing by the "Singing Mailman"

11:00pm

Eleven o'clock Toast - Moscow ER, Corey Ray

SCHEDULE OF EVENTS

FRIDAY, JUNE 3, 2016

6:00 - 9:00am

Full breakfast at the University Inn with room reservation at hotel (\$10 for non-reservation)

6:30am

Past State President's Breakfast - University Inn

7:00am - Noon

Registration at the University Inn - West Lobby

8:00 - 11:30am

Business Session, Early Bird Drawing, Committee Reports

Lunch

University Inn, No-host (on site restaurant)

12:30pm

Idaho Elks Re-Hab Board Luncheon, University Inn

Noon - 2:00pm

Ladies Luncheon, University Inn (12-2:00pm) (Past State President's and Secretary Spouse's meet after luncheon for meeting - 2:00 - 3:00pm)

2:00pm

New District Deputy - Elect meeting with Idaho Sponsor, Hon. James Damon, University Inn

2:00 - 4:00pm

Exhausted Roosters' Party - Moscow Lodge

ERs & Leading Knights' Info Meeting - Moscow Lodge

6:00 - 7:00pm

No-Host Cocktails, Moscow Lodge, Courtesy Cars available

7:00 - 9:00pm

BBQ Dinner at Moscow Lodge, Courtesy cars available (western or casual wear)

8:00pm - 12:00

Social and Casino Games at Moscow Lodge

11:00pm

Eleven o'clock Toast, ISEA Outgoing President, Darrel Green

SCHEDULE OF EVENTS

SATURDAY, JUNE 4, 2016

6:00 - 9:00am

Full breakfast at the University Inn with room reservation at hotel (\$10 for non-reservation)

7:00am - Noon

Registration at the University Inn - West Lobby

8:00 - 9:00am

Business Session, Early Bird Drawing, Committee Reports

9:30am - 12:00

Open Session, Hall of Honor Presentation, Memorial Service, ISEA Officer Installation

LUNCH

University Inn, No-Host (on site restaurant)

2:00 - 4:00pm

New State President's Party, Moscow Lodge

"PARADISE ON THE PALOUSE BANQUET"

6:00 - 7:00pm

No-host Cocktails, University Inn Banquet Room

7:00 - 9:00pm

Semi-Formal Banquet, Best Western University Inn
Grilled Flat Iron Steak OR Salmon Wellington

9:00pm - 12:00

Dancing with live music by: "The Intentions"
University Inn Banquet Room

11:00pm

Eleven o'clock Toast, ISEA New State President, Steve Meier

DONATIONS



LATAH TITLE



NEELY'S TRAVEL SERVICE

GOODY BAG CONTRIBUTORS:

Ampersand
Moscow Co-Op

Elks Rehab
Lilliput

**Tri-State Outfitters
Hodgins Drugs
Hansel & Gretel**

**Book People of Moscow
University of Idaho
Cowgirl Chocolates**

**Pea & Lentil Commission
Washington Trust Bank
Thomas Hammer Coffee
Roasters**

**Tye-Dye Everything
Essential Art Gallery
Moscow Chamber of
Commerce**

Famous Footwear

PRINTING OF BROCHURE AND WINE/BEER TICKETS



CONVENTION COMMITTEE

- Co-Chair J. Curtis and Alicia Neely
- Chaplain Corey Ray
- Sargent at Arms..... George Paris
- Tiler.....Jess Caudillo
- Transportation & Scheduling
- Lodge Parking Wayne Krauss and Trent Brown
- Drivers Karen Thornberry, Brent Smith
John Weber, Larry Verdal, Janey Weneinger,
Wayne Krauss, Dave McGraw, Byron Cannon,
Don Thornberry, Jason Heath, Guy Planagan
- Office RegistrationWayne Krauss
- Registration Jess and Julie Caudillo,
Samie Valin, Janey Wineinger,
Maja Rodrigues, Pat Stubbs, Ella Bieker
- Spouse's Luncheon Alicia Neely
- Session Meetings, Set-up, PR, Advertising, Donations
..... George Paris, Kathy Weber, Erin McCall
- Food ServiceJerry Curtis
- Thursday..... Wine & Beer Tasting, Italian Dinner
Friday..... Exhusted Roosters Party, BBQ Dinner
Saturday President's Party
- Gift Baskets, Entertainment, Saturday Night Banquet
..... J. Curtis and Alicia Neely
- Casino Night..... Corey Ray, Sean Dorigo
- Golf Tournament..... Brad & Shelley Anderson
- DecorationsSamie Valin, Alicia Neely,
Maja Rodrigues, Teresa Shaw,

Debbi Nadrchal

Silent/Live Auction Alicia Neely, Judy Gessford

Golf Course, LandscapingTrent Brown



SPECIAL THANK YOU TO ALL OUR PARTICIPANTS/VOLUNTEERS

- ColorGuard Colfax, WA American Legion Maynard Price Post 52: Sam Hughes, Ted Whearthy, Justin West
- Students of the Latah County Youth Advocacy Council
- Waitstaff
- Moscow High School Girls Soccer Team - Waitstaff
- Sodexo Food Service - U of I Kitchen Facility
- Elks Members of the Moscow Lodge #249

SPECIAL THANKS TO ALL OF OUR MUSIC PARTICIPANTS

Piano/Vocalist - Larry and Linda Hightower

The Singing Mailman - Larry Dahlberg

Four Names in a Hat - Paul Hill, Lead; Orrin Iseminger, Bass; Ed Novak, Tenor; and Doug Ashburn, Baritone. The group has been together for 5 years, are members of the Palouse Harmony Chorus and members of the Barbershop Harmony Society.

Organist - Dana Lohrey, Lewiston Lodge #896

Bagpiper - Dave Meyers, Clearwater Pipes & Drums, Lewiston

The Intentions - Jim Boland, Marci Stephens, Bill Thompson, Nate Spain, Mark Hellinger

University of Idaho

The University of Idaho is Idaho's major public research university, serving a land-grant mission in support of Idaho's economy and society by educating students at the undergraduate, graduate and professional levels to meet the needs of Idaho and our region; by conducting basic and applied research, scholarship and creative activity of impact and purpose; and by engaging statewide to

~SPECIAL THANKS TO ~

Brad and Shelley Anderson for all their hard work in coordinating the new lounge at our Lodge. There have been many long hours to make this happen folks, and it looks amazing. Thank you Brad and Shelley. It is greatly appreciated by all the members of Moscow Lodge #249.

We would like to recognize all the donors for their contributions that include: time, labor, business discounts as well as monetary donations:

Michael Storm, Alan Lyon, Kim Carlson, Ted Thompson, Eugence Thompson, Jerald Lewis, KC Albright, Karen Thornberry, Randy Rice, Barry Kees, Sean Dorigo, Scott Gropp, Wayne Krauss, Furniture Center, Moscow #249 Past Exalted Rulers.

Bryan Cannon of Idaho Cedar Sales, Landscaping Bark.

~SPECIAL THANKS TO ~

To the committee members of the Moscow Lodge #249. Without their support and dedication, this convention would not have been possible. As we all know and live by "Elks Care and Elks Share."

We here at the Moscow Lodge #249 and our community hope you have had an enjoyable time at our convention and hope to see you all again in Nampa for the 2016 Winter Convention. Until then, safe travels home!!!

A BIG "THANK YOU"

to Mike Brown for the use of his bus. Your thoughtfulness is appreciated so much!

The Moscow Lodge Convention Committee



FUTURE NATIONAL CONVENTION SITES

Houston, TX.....July 3rd-6th, 2016

Reno, NVJuly 16th - 19th, 2017

San Antonio, TX.....July 1st - 4th, 2018 St.

Louis, MO ...June 30th - July 3rd, 2019

FUTURE IDAHO STATE CONVENTION SITES

Nampa Lodge..... Mid-Winter 2016

Salmon Lodge..... Summer 2017

IDAHO STATE ELKS ASSOCIATION OFFICERS

President	Darrell Green 1745
VP, North	Steve Meier 249
VP, East	Dave McFarland 1620
VP, South.....	Steve Johnson 1389
Secretary/Treasurer	Cindy Huggins 2276
Trustee North	Harley Birchmier 1841
Trustee East.....	Ralph West 1670
Trustee South	Quincy Walla 1683
Trustee East.....	Alan Tyson 1416
Trustee North	Linda Tatlock 1376
Trustee South	Tom Huggins 2276
Historian	Bill Washam 310
Sergeant at Arms	George Paris 249
Chaplain.....	Corey Ray 249
Tiler	Jess Caudillo 249
Organist.....	Dana Lohrey 896
Parliamentarian	Mel England 1416
Photographer	George Paris 249

GRAND LODGE OFFICERS

Sponsor	James W. Damon 1824
PGER	John Amen 17
SDGER.....	Del Miley 1087
Hoop Shoot	
Region 1 Director.....	Keith Mills 1448
Chair of Govt.	

Relations Jim Martsfield, OR 2472

DISTRICT DEPUTIES

DDGER North..... Brad Anderson 249

DDGER EastTeal Stahl 1087

DDGER SouthLyle Gessford 1389

MOSCOW ELKS LODGE #249
CHARTERED DECEMBER 28, 1892

2016-2017 LODGE OFFICERS

Exalted RulerCorey Ray
Leading Knight..... TBD

Loyal Knight Travis Mechling

Lecturing Knight..... Joel T. Jaureguito
Esquire TBD

Chaplain..... TBD

Inner Guard..... George Paris Tiler
..... TBD Secretary
.....Wayne Krauss

Treasurer Shelley Anderson

TRUSTEES

5 yr..... Kevin Peterson
4 yr..... Jerry Curtis
3 yr..... Tyson Barrett
2 yr.....Travis Lambert
1 yr..... Mike Keating

ELKS REHAB BOARD MEMBERS

Bob Shaw, *Chairman*

J. Curtis Neely, *Secretary*

Kevin Poor

John Evans

Chuck Roberts

J. Charles Blanton, Emeritus John
Herman, Emeritus

Keith Mills, Administrator
Grant Jones, Director of Development

John Burke, Legal Council Victoria
Gentleman, Office Clerk

THE ORIGINAL JOLLY CORKS TOAST

Now is the hour when Elfdom's tower
is darkened by the shroud of night,
And father time on his silver chime
tolls off each moment's flight.

In Cloistered Hall each Elf recalls his
Brothers where'er they be,
And traces their faces to well-known places
in the annals of memory.

Whether they stand on a foreign land
or lie in an earthen bed,

Whether they be on the boundless sea
with the breakers of death ahead.

Whate'er their plight on this eerie night
whate'er their fate maybe,

Where ever they are be it near or far
they are thinking of you and me.

So drink from the fountain of fellowship to
the Brother who clasped your hand, And
wrote your worth in the rock of earth and
your faults upon the sand.

“TO OUR ABSENT BROTHERS”



NOTES

NOTES

