



NEVADA STATE ELKS ASSOCIATION

CONVENTIONS GUIDELINE

Prepared by:

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Henderson/Green Valley Elks Lodge #2802

Adopted By:

Nevada State Association Advisory Council

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TABLE OF CONTENTS

WHAT IS A CONVENTION MANUAL?.....3

THE LODGE SELECTS A GENERAL CHAIRPERSON5

MEETING DATES.....7

REMINDER8

DUTIES OF VARIOUS COMMITTEES.....11

 HOUSING13

 REGISTRATION17

REGISTRATION FORM19

FINANCE.....23

PROTOCOL CHART.....25

PROFIT AND LOSS STATEMENT.....26

ATTENDANCE REPORT.....27

BALANCE SHEET.....28

SPOUSE/COMPANION LUNCHEON SUMMARY.....29

MEMBER LUNCHEON SUMMARY30

STATE PRESIDENT’S DINNER SUMMARY31

STATE MAJOR PROJECT.....32

LUNCHEON SUMMARY.....32

AWARD BANQUET SUMMARY.....33

MISC. ACCOUNT DETAIL34

COST OF DIGNITARIES.....36

SUMMARY SHEET37

ENTERTAINMENT AND BANQUETS39

KITCHEN AND FOOD MANAGEMENT.....47

PROGRAM SCHEDULES AND MEETING ROOM ASSIGNMENTS53

2008 STATE CONVENTION SCHEDULE54

2008 MID-TERM CONVENTION SCHEDULE55

PUBLICITY.....57

TRANSPORTATION AND COURTESY CARS65

FUNDRAISING69

HOSPITALITY AND PROTOCOL73

HOUSE/CLUB COMMITTEE81

SPOUSE/COMPANION PROGRAM.....85

MEMORIAL SERVICE92

RITUAL COMPETITION ARRANGEMENTS96

CLUB MANAGER:.....100

AND FINALLY101

THANK-YOU PARTY INVITATION102

WHAT IS A CONVENTION MANUAL?

1. The **Convention Manual** consists of several documents which provide information necessary to determine the feasibility of the Lodge hosting the Convention. These documents are:

A. A **letter from the Lodge** showing that they have voted in favor of hosting the Convention. (Hosting a Convention requires the commitment and participation of the whole Lodge, not just the officers.)

The letter should include a list of:

- a) Where the business and committee meetings will be held.
- b) The site(s) of the Spouse/Companion Luncheon, State Major Project Luncheon, State Presidents Dinner and the Installation and Awards Banquet (including the room capacity for each of the four (4) meals).

B. **Letters from the municipal leaders:** Mayor/County Executive, Chamber of Commerce, Tourism and Convention Bureau, etc., stating that they welcome the Elks Convention to the community. (These community leaders need to be aware of the Elks' proposal to prevent major conflicts on community calendars.)

C. **Letter of commitment from the various hotels** with the number of rooms which they are able and willing to reserve for the Convention.

D. The Chairperson and Vice-Chairperson for the Convention.

E. A list of committees, the duties and responsibilities of each committee and chairperson of each.

(These commitment letters are of utmost importance, because they assure that your members will be properly and adequately informed.)

Please save these instructions for further reference!!

THIS MANUAL IS PROVIDED AS A GUIDLINE FOR HOSTING A CONVENTION. TO THESE GUIDLINES YOU MAY ADD ADDITIONAL HOSPITALITY, INGENUITY, DESIRE AND HUMAN RESOURCES TO HOST AN OUTSTANDING CONVENTION.

NEVADA ELKS ASSOCIATION – MEETING DATA

MID-TERM CONVENTION:

The Association shall have a mid-term meeting to be held on the third weekend of November, the location to be determined by the Advisory Council and announced by the President of the Association prior to such meeting.

STATE (ANNUAL) CONVENTION:

The State Convention shall be the third weekend of April, unless there is conflict with Easter. It will then be scheduled for the fourth weekend of April.

Dates for Easter

2010	April 4 th		2018	April 1 st	
2011	April 24 th		2019	April 21 st	
2012	April 8 th		2020	April 12 th	
2013	March 31 st		2021	April 4 th	
2014	April 20 th	Convention 24-27	2022	April 17 th	Convention 21-24
2015	April 5 th		2023	April 9 th	
2016	March 27 th		2024	April 31 st	
2017	April 16 th	Convention 21-24	2025	April 20 th	Convention 24-27

Key Events

EVENT	REPORTS DUE
1. Lodge votes to accept State Convention Appoints Chairman	October; 19 months prior to Mid-Term Meeting
2. Send Chairman to PSP Advisory Council Meeting for their approval	November Mid-Term Mtg.; 18 months prior to State Convention (Friday Meeting)
3. State President announces location and name of host Lodge	Mid-Term Mtg.; 18 months prior to State Convention (Saturday Meeting)
4. Lodge Chairman reports to PSP Advisory Council	April State Convention; 12 months prior to State Convention (Friday Meeting)
5. Chairman reports to Advisory Council for approval of events, cost and budget. Final Report	Mid-Term Meeting; 6 months prior to State Convention (Friday Advisory Council Mtg.)

-
-
- | | |
|----------------------------------------------------------------------|---------------------------------------------|
| 6. Pre-Registration | January; 3 months prior to Mid-Term Meeting |
| 7. State Convention | Third weekend of April |
| 8. Final Financial Report submitted to President of Advisory Council | Within 30 days after State Convention |

FIRST THINGS FIRST...
THE LODGE SELECTS A GENERAL CHAIRPERSON

It will be their responsibility to organize and oversee all committees and their functions. They must be a strong, well organized person, possess management skills and know how to deal with and supervise (volunteer) people. They should have attended prior Conventions so that they have a general idea of the why's and wherefore's of the Association's procedures and expectations. Having attended prior Conventions they will, of course, understand the time commitment they are making as it is no small task.

The host Lodge will work with the President (President-Elect), notifying the Advisory Council Chair of all planning meetings to be held.

SO...YOU HAVE BEEN ASKED AND ACCEPTED
THE GENERAL CHAIRMANSHIP

You should be highly complimented! Okay, now it's time to go to work.

1. Immediately select a Housing Chairperson. They should immediately contact the hotels and motels they plan to use and reserve the required number of rooms (in some cities this is handled through a Convention Bureau). True, you are still one and one-half to two years away from the Convention your Lodge has been awarded, but it is important to reserve these rooms now because of the possibility of other Convention groups, special events, etc., booking the rooms you will need.
2. Select a Vice-Chairperson for your job. It is important to do this for reasons of illness, job transfers, etc. Providing you select and keep him/her apprised of your plans, decisions, etc., from the very beginning, he/she could, under adverse conditions, fill in without missing a step. This holds true for all of your Chairpersons, i.e., should have a Co-Chairperson or Vice-Chairperson.
3. Select chairpersons for your committee's structure. A suggested list follows, but you may want to vary the committees in accordance with your local requirements. It is important to do this as soon as possible so that your chairpersons have time to make their plans and, secondly, so they can observe first hand at the Convention they attend prior to your Convention the activities of their counterparts.

General Chairmanship	Page 5
Housing Committee	Page 13
Registration Committee	Page 17
Finance Committee (Chaired by the Lodge Treasurer)	Page 23
Entertainment & Banquets Committee	Page 39
Kitchen & Meal Management Committee	Page 47
Program Schedules & Meeting Room Assignments Committee	Page 53
Publicity Committee	Page 57
Transportation & Courtesy Cars Committee	Page 65
Fund Raising Committee	Page 69
Hospitality & Protocol Committee	Page 73
House/Club Committee	Page 81
Spouse/Companion Program Committee	Page 85
Memorial Service Committee (State Convention Only)	Page 91
Ritual Competition Arrangements (State Convention Only)	Page 95
Club Manager	Page 99

4. Define and distribute the duties of each of the chairpersons so they know not only what they are responsible for but also the responsibilities of the other chairpersons. If everyone knows who has responsibility for what functions, it will make interaction and communication much simpler. Suggested duties of each of the above are covered in detail later in this manual.
5. A copy of each section of the manual should be given to the committee chairperson who is responsible for the duties of that section.
6. Set up a meeting schedule so that all participants can plan ahead. The number of meetings you have is a decision you must make based on your knowledge of the people you have selected as chairpersons. Generally speaking, short, effective meetings scheduled to start and adjourn at a predetermined time, and only as often as you feel are absolutely necessary, are the best attended and most meaningful to the participants. Too many or long, drawn-out meetings will tend to burn out the chairpersons. In many instances, it may be to everyone's benefit if you meet individually with your chairpersons, thus, saving the time of all the other participants.
7. Effectively coordinate the activities of your chairpersons to host a successful Convention. This, of course, is an all-inclusive statement. The additional ingredient you must add to this manual is your ingenuity and desire to host an outstanding Convention.
8. You and your chairpersons should plan to attend the critique sessions following the Convention in the months prior to your host weekend. You will have the opportunity to hear reports and ask questions of the host Lodge and learn from their successes and mistakes. Here is a valuable source of information well worth the time spent.



A Fraternal Organization

**HENDERSON/GREEN VALLEY ELKS
LODGE NO. 2802**

P.O. Box 90007
Henderson, NV 89009-0007
Tel: (702) 565-9959
Fax: (702) 564-9547

**SAMPLE
MEMO TO ALL COMMITTEE CHAIRPERSONS**

We have established the following meeting schedule which we will strictly adhere to so that you can arrange your schedule and plan accordingly. You are welcome to bring other members of your committee as you desire.

It is requested that the chairpersons attend all meetings or arrange for representation by a vice-chairperson. Please advise me or the Vice-Chairman if you can not attend.

In my opinion, most of us already attend too many meetings. Therefore, I have scheduled a minimum number of relative short meetings. The scheduled meetings will be held at the Lodge. I would much prefer to meet individually or have lunch to discuss your committee and your ideas. Just give me or the Vice-Chairman a call at your convenience.

The following meetings will start and end precisely as shown. Please mark your calendars accordingly.

Wednesday, Apr 25, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, May 23, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Jun. 27, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Jul. 25, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Aug. 22, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Sep. 26, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Oct. 24, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Nov. 28, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Dec. 26, 2007	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Jan. 23, 2008	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Feb. 27, 2008	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Mar. 26, 2008	Begins 6:30 PM (Sharp)	Ends 7:30 PM
Wednesday, Apr. 30, 2008	Begins 6:30 PM (Sharp)	Ends 7:30 PM

Fraternally,

John Doe, Chairman
State Convention Committee

cc: Jack Doe, Vice-Chairman
file

SAMPLE



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LODGE NO. 2802

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MEMO TO ALL CHAIRPERSONS

REMINDER

This is a note to remind you there will be an Elks Convention Committee meeting Wednesday, April 25th at 6:30 PM sharp.

In an endeavor to keep this meeting as short as possible we would appreciate a concise report from all chairpersons. If problems have developed in any areas, perhaps we can resolve them outside of the general committee meeting. If not, and they concern other committee areas, please bring them up for discussion.

Please make every effort to be at the meeting or have representation from your committee present. I would appreciate your advising me at (phone number-business) or (phone number-home) if you cannot attend.

Again, thank you for your cooperation.

Fraternally,

John Doe, Chairman
State Convention Committee

cc: Jack Doe, Vice-Chairman
file

SAMPLE



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HENDERSON/GREEN VALLEY ELKS

LODGE NO. 2802

P.O. Box 90007
 Henderson, NV 89009-0007
 Tel: (702) 565-9959
 Fax: (702) 564-9547

COMMITTEES AND CHAIRPERSONS

The following Committees and Chairpersons have been appointed for the 2008 NSEA Annual State Convention. All chairpersons are expected to attend each of the scheduled committee meetings. You are welcome to bring other members of your committee as you desire.

<u>Committees, Chairpersons and Vice-Chairpersons</u>	<u>Manual Section</u>
<p>General Chairmanship Chairperson: John Stevens, PER Vice Chairperson: William Wiseman, PER</p>	Page 4
<p>Housing Committee Chairperson: William Wiseman, PER Vice Chairperson: John Stevens, PER</p>	Page 13
<p>Registration Committee Chairperson: Bob Waits, PER Vice Chairperson: Marty Lange</p>	Page 17
<p>Finance Committee Chairperson: Richard Letendre, Treasurer Vice Chairperson: Ken Bazar, Secretary</p>	Page 23
<p>Entertainment & Banquets Committee Chairperson: Ron Gesell Vice Chairperson: Candy Gesell</p>	Page 39
<p>Kitchen & Meal Management Committee Chairperson: William Wiseman, PER Vice Chairperson: Bob Waits. PER</p>	Page 47
<p>Program Schedule & Meeting Room Assignments Committee Chairperson: William Wiseman, PER Vice Chairperson: Gaye McDonald</p>	Page 51

Publicity Committee Chairperson: Steve Bazar Vice Chairperson: Ken Bazar	Page 55
Transportation & Courtesy Cars Committee Chairperson: Larry Mund, PER Vice Chairperson: Kevin Nelson	Page 63
Fund Raising Committee Chairperson: Dick DuPont, PER Vice Chairperson: Chuck McDonald	Page 67
Hospitality & Protocol Committee Chairperson: John Stevens, PER Vice Chairperson: Joan Wodjenski	Page 71
House/Club Committee Chairperson: Susan Crandall Vice Chairperson: Rip Rippon	Page 79
Spouse/Companion Program Committee Chairperson: Joan Wodjenski Vice Chairperson: Linda Simmons	Page 83
Memorial Service Committee Chairperson: Jack Waldock Vice Chairperson: William Wiseman, PER	Page 89
Ritual Competition Arrangements Committee Chairperson: Clint Courtney Vice Chairperson: Bob Simmons	Page 93
Club Manager Chairperson: John Stevens, PER Vice Chairperson:	Page 97

Fraternally,

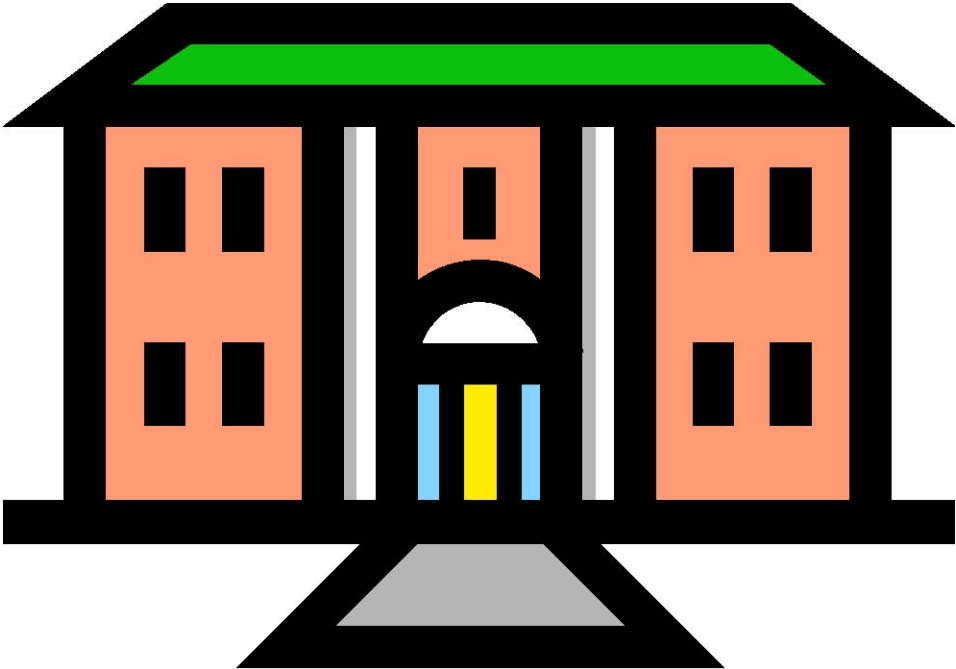
John Stevens, PER
Co-chairman State Convention Committee

Bill Wiseman, PER
Co-chairman Convention Committee

file

**DUTIES
OF
VARIOUS
COMMITTEES**

HOUSING



HOUSING

1. Select a vice-chairperson
2. Handle all housing arrangements
3. Contact hotels/motels or work with Convention Bureau in your city to:
 - A. Reserve rooms – 100-120 rooms suggested
 - B. Obtain schedules of room rates
 - C. Determine hotels/motels policies regarding advance deposits, cancellations, refunds, hospitality rooms, complimentary rooms, etc.
 - D. The host Lodge and Convention Committee representative will inspect all facilities personally to assure high standard as required by Elks.
4. Design facility information and reservations form showing:
 - A. Rates and description of facility’s services
 - B. Accommodations requested, i.e., single, double, number of beds, etc.
 - C. Hotel/motel preference
 - D. Date of arrival/departure – Note: Some officers, delegates and visitors will arrive on Wednesday and most will arrive on Thursday.
 - E. Name(s) of room occupants
 - F. Cut-off date for cancellations and deposit refund – Nevada State Elks Association established policy is as follows:
 Visiting Lodges are allowed and entitled to a full refund of deposit if they cancel reservations up to two weeks before the Friday of the Convention for up to 10% of their reserved rooms. For example, a reservation of 20 rooms allows two cancellations. Fractions will be rounded to the next higher number. Verified illness and extenuating circumstances should be given consideration in addition to the above.
5. Coordinate with Publicity Chairperson to send a copy of facility information and reservation form to the “**NEVADA ELKS ELECTRONIC NEWS**” Editor for publication.

“NEVADA ELKS ELECTRONIC NEWS” Publication Dates

Fall Issue	August 1	Convention Issue	March 1
Mid-Winter Issue	December 1	Summer Issue	June 1

6. State President, State Officers, Past State Presidents, Grand Lodge Officers, District Deputies and guests should be housed at the best facility nearest the Lodge. It is possible that some of the above will wish to be housed with their other Lodge members.
7. In cooperation with the State President and the Advisory Council arrange for complimentary rooms for a total of nine Hosted Guests in the same facility for Thursday, Friday and Saturday nights for the following:

- | | |
|------------------------------------|-------------------------------------|
| Grand Exalted Ruler (Mid-Term) | - suite required and welcome basket |
| Past Grand Exalted Ruler (Sponsor) | - room upgrade and welcome basket |

Special Deputy Grand Exalted Ruler	- room and welcome basket
Nevada State President	- Executive suite, wet bar & welcome basket
Nevada State President-Elect	- room and welcome basket
Nevada State Vice President	- room and welcome basket
Arizona State First Vice President	- room and welcome basket
California/Hawaii Vice President-at-Large	- room and welcome basket
Utah State First Vice President	- room and welcome basket
Grand Lodge Officers or Committee	- room and welcome basket
Out of State Ritual Judge (Annual)	- room only (welcome basket if possible)

8. All guests are to be pre-registered and room keys picked up by escorts in advance of guest arrival.
9. The Hospitality Room for the State President shall be stocked by the Host Lodge. Check with the State President for hours of operation and special brands of liquor or mixes.
10. No liquor will be placed in guest rooms. Their liquor preferences will be provided in the State President's Hospitality Room.
11. To prevent criticism, assign all facilities on a "first come-first served" basis
12. Maintain close and regular contact with hotels/motels during the months preceding the Convention, being consistently alert to any personnel, management, and ownership or policy changes. This is very important as some Lodges have had bad experiences in this regard.
13. An emergency telephone number should be published in the "NEVADA ELKS ELECTRONIC NEWS" along with host Lodge phone number and hotel phone numbers.
14. ANY LODGE GROUP OR MEMBER RESERVING HOUSING OUTSIDE OF THE HOUSING CHAIRMAN WILL NOT BE ENTITLED TO COURTESY TRANSPORTATION OR ANY OTHER BENEFITS NORMALLY DERIVED FROM CONVENTION ATTENDANCE.

Notes

REGISTRATION



REGISTRATION

1. Select a Vice-Chairperson
2. Handle all arrangements for registration
3. Contact the State President and the PSP Advisory Council to make necessary arrangements and receive instructions and approval for handling the registration process.
 - A. Discuss:
 - a. Hours of Registration.
 - b. Are you having Thursday night registration? More often than not, the Grand Lodge dignitaries will be arriving on Thursday. Consequently, the state officers and others will also be arriving on Thursday. The welcome dinner provides a perfect time to register your local Elks and their spouses/companions or guest.
 - c. All facts of the registration process, including fees.
4. The Registration Committee will require the following:
 - A. Approximately six ball point pens.
 - B. Two waste baskets.
 - C. Change fund for registration is to be made available. Coordinate with the Financial Chairperson.
 - D. You should have a standard two-part receipt books. The registration personnel will give you a receipt for the change fund and you will be asked for a receipt for the money they turn in to your Lodge during the registration process. Coordinate with the Financial Chairperson.
5. Registration forms and packages:
 - A. Registration Forms must be sent to all Lodge, State Committee Chairs, and active Past State Presidents at least ninety days, or three months, in advance of the State Convention. A sufficient number of forms shall be sent to the State President to allow all those who wish to have a registration form to have them.
 - B. The Registration packets will contain the following:
 - a. Registration name tags.
 - b. Plastic badge holders for the above.
 - c. Program of events.
 - d. Time and location of each event.
 - e. Appropriate attire for each event.
 - C. All Lodges are required to pre-register. All packets for pre-registered persons should be available at the Registration Table by no later than 5:00 p.m. on Thursday. Invited Guest packets will be placed in their respective rooms prior to their arrival.
 - D. All Ritual participants and spectators must be registered prior to the Ritual Contest.
6. Arrange for a registration room and supervise physical arrangements.
 - A. Requires a convenient, spacious room in the Lodge.
 - B. The registration process will require tables with table cloths and comfortable chairs

- for two or four people.
 - C. Additional station to handle ticket sales and informational personnel as required by the host Lodge activities.
7. Arrange for staff for the hours of registration.
- A. Two persons for registration
 - B. One person to sell drink tokens and one person to sell tickets for the Members Breakfasts, Spouse/Companion Luncheon, Members Luncheon, State President's Dinner, State Major Project Luncheon, Installation and Award Banquet.
 - C. One person to handle the communication/informational center.
 - D. Personnel at front door to check membership cards and welcome delegates, Elk visitors and spouses/guests.
8. Arrange for registration room signs as required (sized to your requirements).
- A. "Registration"
 - B. "Ticket Sales"
 - C. "Communication/Information Desk"
 - D. Other signs as required

CONVENTION GUIDELINE

Revised 7-22-15

REGISTRATION FORM



Nevada State Elks Association State Convention
17 April 2008 - 20 April 2008
Henderson/Green Valley Elks Lodge #2802, Henderson, NV



Name: _____ Title: _____

Phone: _____ - _____ Lodge: _____ Lodge No: _____

Spouse/Companion Name: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

The host hotel during the convention will be the Fiesta Henderson, located at 777 West Lake Mead Parkway (Just off Hwy 515). A block of rooms have been reserved at \$95 per night. Room reservations may be made by calling 1-702-558-7000 and specifying reservation code Elks State Convention 2008 prior to 17 March 2008.

Pre-Registration Deadline: Postmarked on or before 17 March 2008

Table with 4 columns: Registration, Thursday, April 17th, Friday, April 18th, Saturday, April 19th. Rows include Welcome Dinner, Open Breakfast, Spouse/Companion Luncheon, Open Lunch, State Presidents Dinner, SMP Luncheon, and Installation & Awards Banquet.

Sunday, April 20th
Getaway Breakfast, H/GV Elks Lodge @ Free

Total Enclosed \$ _____ \$ _____

Inst/Award Banquet - Filet Mignon _____ Chicken Marsala _____ Salmon Bar Harbor _____

Spouse/Companion Outing - Please Select Sandwich: Chicken _____ or Tuna Croissant _____

Please Make Check Payable To: Henderson/Green Valley Lodge #2802

Send To: Henderson/Green Valley Elks NSEA State Convention P.O. Box 00007 Henderson, NV 89009-00007

Notes

FINANCE



FINANCE

1. Select a vice-chairperson.
2. Prepare a Convention budget.
 - A. Discuss projected income/expense with each chairperson.
 - B. Budget should allow for development of original ideas as might occur in the months prior to the Convention, i.e., be somewhat flexible.
3. Install system to accurately control and report on Convention expenses.
 - A. Coordinate system with host Lodge treasurer.
 - a. Do you want to have a separate checking account to handle expenses? If yes, will you or the Lodge treasurer write the checks? Whose signature will be required? These decisions are dependent on your Lodge's present accounting system and policies.
 - C. All Convention invoices should be channeled to the committee Chairperson who incurred the expenses for payment approval.
 - D. Communicate to all chairpersons how invoices should be made out and addressed. This is very important to prevent confusion with regular Lodge invoices.
4. Install a system to accurately control and report on Convention receipts.
 - A. Issue receipts for all monies turned over to the Finance Committee by the activities of the Convention.
 - a. From registration - \$20.00 per registered Elk.
 - b. The receipts and change fund are to be turned over to the Finance Committee from the Registration Committee during the registration process and at the close of registration on Thursday and Friday night and at the close of registration on Saturday.
 - B. Install a system for handling the Spouse/Companion Luncheon receipts in cooperation with the Spouse/Companion Luncheon chairperson.
 - C. These monies can be deposited in an interest-bearing account as you will receive money from these sources.
 - D. Install a system for handling cash receipts during the registration process.
 - a. From special events such as Breakfast, Thursday Welcome Dinner, Friday Spouse/Companion Luncheon, Friday Luncheon, Friday State President's Banquet, Saturday SMP Luncheon and Saturday Installation and Awards Banquet.
5. Install a system to provide and control change funds for activities in the registration room.
 - A. This change fund is returned to you at the close of registration on Thursday, Friday and Saturday. You will have to have it available for the Registration Committee at the opening of registration on each of those days.
 - B. Change funds are required for drink tokens, ticket sales and registration room activities. Coordinate with your Registration Chairperson.
6. Coordinate with Special Events Chairpersons to design and arrange for printing of tickets for all special events. We suggest that the Finance Chairperson handle the responsibility

for control purposes.

7. Depending on Lodge policy, the Finance Chairperson ordinarily will author a complete financial report after the Convention for the approval of the Convention Chairperson and Vice-Chairperson.
8. A copy of all reports from the host Lodge shall be submitted to the President of the Advisory Council, including the name of the Housing Chairperson, a list of all initial reservations and later, cancellations by date, time and quantity.

PROTOCOL CHART

<u>GUEST</u>	<u>LODGING-3 NIGHTS THURS.-SAT.</u>	<u>FOOD</u>	<u>WELCOME BASKETS</u>	<u>ROOM BEV. AND SNACKS</u>	<u>SPOUSE/COMP.</u>
G.E.R.	YES-SUITE REQUIRED	YES	YES	YES	YES
P.G.E.R.	YES-SMALLER REQUIRED ADJOINING G.E.R. SUITE IF POSSIBLE	YES	YES	YES	YES
STATE PRESIDENT	YES-REQUIRES SUITE FOR ENTERTAINING	YES	YES	YES-TO HOST GRAND LODGE & OTHER GUESTS APPROVED BY PSP ADVISORY COUNCIL	YES
STATE PRESIDENT -ELECT	YES	YES	YES	YES	YES
STATE VICE PRESIDENT	YES	YES	YES	YES	YES
ARIZONA STATE FIRST VICE PRESIDENT	YES	YES	YES	YES	YES
CALIF.-HAWAII VICE PRESIDENT AT LARGE	YES	YES	YES	YES	YES
UTAH STATE FIRST VICE PRESIDENT	YES	YES	YES	YES	YES
OTHER GUESTS APPROVED BY PSP ADVISORY COUNCIL (LIMIT 2)	YES-ROOM ONLY	YES	NO	NO	YES

**PROFIT AND LOSS STATEMENT
NEVADA STATE ELKS ASSOCIATION
STATE CONVENTION**

HOST LODGE: _____ **DATE:** _____

INCOME:

Registration	Elks	No. _____ @ \$ _____	\$ _____
	Spouses	No. _____	_____
Meals – Total (See attached report)			_____
Advertising in Program _____			_____
Miscellaneous (Itemize) _____			_____
TOTAL INCOME			\$ _____

EXPENSES:

Meals – Total (Submit Itemized P & L for each meal)			\$ _____
Guest Registration (Complimentary)			
Rooms	No. _____ @ \$ _____		_____
Meals	No. _____ @ \$ _____		_____
Flowers, fruit basket, etc.			_____
Publicity			_____
State President’s Hospitality Room			_____
Entertainment			_____
Printing and Postage			_____
Cleanup			_____
Convention Meeting Rooms Rental			_____
Liquor (If additional to State President’s Hospitality Room)			_____
Telephone			_____
Tickets			_____
Miscellaneous (Itemize) _____			_____
TOTAL EXPENSES			\$ _____

NET PROFIT (LOSS) \$ _____

Chairman _____ Date _____

Note: This report is to be completed within thirty (30) days following the Meeting and mailed to the State President and the President of the Advisory Council.

ATTENDANCE REPORT
NEVADA STATE ELKS ASSOCIATION

(Meeting)

(Year)

HOST LODGE: _____ DATE: _____

<u>LODGE</u>	<u>NUMBER</u>	<u>MEMBERS</u>	<u>SPOUSES</u>
Reno	597	_____	_____
Tonopah	1062	_____	_____
Las Vegas	1468	_____	_____
Ely	1469	_____	_____
Great Basin	1472	_____	_____
Boulder City	1682	_____	_____
Hawthorne	1704	_____	_____
Carson City	2177	_____	_____
Fallon	2239	_____	_____
North Las Vegas	2353	_____	_____
Sparks	2397	_____	_____
Minden-Douglas	2670	_____	_____
Pahrump	2796	_____	_____
Henderson/Green Valley	2802	_____	_____
Mesquite	2811	_____	_____
Laughlin	2872	_____	_____

SAMPLE
BALANCE SHEET

ASSETS

CASH ON HAND	6,500.73	(Silver State Checking Account)
RECEIVABLE	0.00	(Due from State Association)
RECEIVABLE	500.00	(Credit due from Henderson Fiesta)
TOTAL ASSETS	7,000.73	

LIABILITIES

PAYABLE	250.00	(Donations for use of Facilities)
PAYABLE TO LODGE	5,000.00	(Seed Money Loan)
TOTAL LIABILITIES	5,250.00	
EXCESS	1,750.73	

SHOWN WITH SAMPLE DATA ONLY

SAMPLE

SPOUSE/COMPANION LUNCHEON SUMMARY

Tickets Distributed	40 (7 Complimentary)	
Tickets Sold	33 @ \$25.00	\$ 825.00
Meals Served at Hotel (See Bill Detail)		<u>\$ 711.95</u>
		\$ 113.05
Less Expenses		
Ticket Printing		\$ 0.00
Bus Transportation		\$ 0.00
Entertainment		\$ 125.00
Misc. General Expenses		\$ 25.00
Table Flowers		\$ 75.00
Net Profit or (Loss) From Spouse/Companion Luncheon		(\$ 111.95)

HOTEL BILL DETAIL

40 @ \$ 14.50	\$ 580.00
7.75% Tax	\$ 44.95
15 % Tip	<u>\$ 87.00</u>
TOTAL	\$ 711.95

Nine Complimentary Tickets: Past Grand Exalted Ruler (Sponsor) spouse/companion
 Special Deputy Grand Exalted Ruler's spouse/companion
 Nevada State President's spouse/companion
 Nevada State President-Elect's spouse/companion
 Nevada State Vice President's spouse/companion
 Arizona State First Vice President's spouse/companion
 California-Hawaii State Vice President-at-Large' spouse/
 companion
 Utah State First Vice President's spouse/companion
 One (1) Ritual Judges spouse/companion

SHOWN WITH SAMPLE DATA ONLY

SAMPLE

MEMBER LUNCHEON SUMMARY

Tickets Distributed	125 (9 Complimentary)	
Tickets Sold	116 @ \$10.00	\$1,160.00
Meals Served	125 @ \$6.50	<u>\$ 812.50</u>
		\$ 347.50

Less Expenses

Ticket Printing	\$ 15.00
Ticket Reimbursement	\$ 0.00
Misc. General Expenses	\$ 15.00
Table Coverings & Supplies	\$ 50.00

Net Profit or (Loss) From Member Luncheon \$ 267.75

Nine Complimentary Tickets: Past Grand Exalted Ruler (Sponsor)
 Special Deputy Grand Exalted Ruler
 Nevada State President
 Nevada State President-Elect
 Nevada State Vice President
 Arizona State First Vice President
 California-Hawaii State Vice President-at-Large
 Utah State First Vice President
 Out of State Ritual Judge

SHOWN WITH SAMPLE DATA ONLY

SAMPLE

STATE PRESIDENT'S DINNER SUMMARY

Tickets Distributed	225 (18 Complimentary)	
Tickets Sold	207 @ \$25.00	\$5,175.00
Meals Served	210 @ \$16.25	<u>\$3,412.25</u>
		\$1,762.75
Decoration and Ticket Expense *		<u>\$ 440.00</u>
	NET PROFIT	\$1,322.75

Eighteen Complimentary Tickets: Past Grand Exalted Ruler (Sponsor), Spouse/companion
 Special Deputy Grand Exalted Ruler, Spouse/companion
 Nevada State President, Spouse/companion
 Nevada State President-Elect, Spouse/companion
 Nevada State Vice President, Spouse/companion
 Arizona State First Vice President, Spouse/companion
 California-Hawaii State Vice President-at-Large, Spouse/
 companion
 Utah State First Vice President, Spouse
 Out of State Ritual Judge, Spouse

DECORATION AND TICKET EXPENSE DETAIL

<u>CHECK #</u>	<u>DATE</u>	<u>PAYABLE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5714	April 19	Mary M.	Decorations	\$125.00
5718	April 23	Musician	Keyboard	\$100.00
5735	May 4	Print Shop	Tickets	\$ 15.00
5743	May 12	Floral Shop	Greens & Misc.	\$125.00
5744	May 12	Mary M.	Decorations	<u>\$ 75.00</u>
			TOTAL	\$440.00

SHOWN WITH SAMPLE DATA ONLY

SAMPLE

**STATE MAJOR PROJECT
LUNCHEON SUMMARY**

Tickets Distributed	225 (18 Complimentary)	
Tickets Sold	207 @ \$15.00	\$3,105.00
Meals Served	225 @ \$9.75	<u>\$2,193.75</u>
		\$ 911.25
	TICKET PRINTING	\$ 15.00
	CASH BOX VARIANCE	<u>\$.75</u>
		\$ 895.50

Eighteen Complimentary Tickets: Past Grand Exalted Ruler (Sponsor), Spouse/companion
 Special Deputy Grand Exalted Ruler, Spouse/companion
 Nevada State President, Spouse/companion
 Nevada State President Elect, Spouse/companion
 Nevada State Vice President, Spouse/companion
 Arizona State First Vice President, Spouse/companion
 California-Hawaii State Vice President at Large, Spouse/
 companion
 Utah State First Vice President, Spouse/companion
 Out of State Ritual Judge, Spouse/companion

SILENT AUCTION

Receipts From The Auction \$1,579.00

Reported by SMP Chairman

NET CONTRIBUTION \$703.80

SHOWN WITH SAMPLE DATA ONLY

SAMPLE

INSTALLATION AND AWARDS BANQUET SUMMARY

Tickets Distributed	250 (18 Complimentary)	
Tickets Sold	232 @ \$35.00	\$8,120.00
Meals Served	250 @ \$30.00	<u>\$7,500.00</u>
		\$ 620.00
Decoration and Ticket Expense *		<u>\$ 195.00</u>
	NET PROFIT	\$ 425.00

Eighteen Complimentary Tickets: Past Grand Exalted Ruler (Sponsor), Spouse/companion
 Special Deputy Grand Exalted Ruler, Spouse/companion
 Nevada State President, Spouse/companion
 Nevada State President-Elect, Spouse/companion
 Nevada State Vice President, Spouse/companion
 Arizona State First Vice President, Spouse/companion
 California-Hawaii State Vice President-at-Large, Spouse/
 companion
 Utah State First Vice President, Spouse/companion
 Out of State Ritual Judge, Spouse/companion

DECORATION AND TICKET EXPENSE DETAIL

<u>CHECK #</u>	<u>DATE</u>	<u>PAYABLE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5745	April 19	Mary M.	Decorations	\$ 80.00
5750	May 4	Print Shop	Tickets	\$ 15.00
5753	May 12	Floral Shop	Greens & Misc.	\$ 75.00
5758	May 12	Mary M.	Decorations	<u>\$ 25.00</u>
			TOTAL	\$195.00

Reported by Installation & Awards Banquet Chairman

SHOWN WITH SAMPLE DATA ONLY

SAMPLE
MISC. ACCOUNT DETAIL

		REVENUE	EXPENSE
Interest Income		\$ 40.34	
Lodge Loan (Seed Money)			
Starting	\$5,000.00		
Returned	<u>\$5,000.00</u>		
	\$ -- 0 --	-- 0 --	-- 0 --
Change Fund (weekend operations)			
Starting	\$ 800.00		
Returned	<u>\$ 800.00</u>		
	\$ -- 0 --	-- 0 --	-- 0 --
Worker Expense			
Registration	\$ 62.00		
Drinks	<u>\$ 155.00</u>		
	\$ 217.00	-- 0 --	\$ 217.00
Bar Percentage			
\$7,630.68 @ 10%		\$763.07	-- 0 --
Host for Dignitaries (excluding food)			
Expense	\$ 874.18		
Reimbursed	<u>\$ 184.30</u>		
	\$ 689.88	-- 0 --	\$ 689.88
Transportation			
Gas	\$ 157.15		
Van Rental	<u>\$ 81.50</u>		
	\$ 238.65	-- 0 --	\$ 238.65
Memorial Service			
Programs	\$ 62.29		
Flowers, etc.	<u>\$ 162.70</u>		
	\$ 224.99	-- 0 --	\$ 224.99
Ritual Expense			
Transportation	\$ 175.00		
Facilities	<u>\$ 150.00</u>		
	\$ 325.00	-- 0 --	\$ 325.00

CONVENTION GUIDELINE

Revised 7-22-15

		EXPENSE	REVENUE
Publicity / Program booklet			
Printing	\$ 246.25		
Layout Supplies	\$ 42.00		
Postage	<u>\$ 5.21</u>		
	\$ 293.46	-- 0 --	\$ 293.46
 Pictures	 \$ 82.04	 -- 0 --	 \$ 82.04
 Committee Ribbons	 \$ 29.14	 -- 0 --	 \$ 29.14
 Receipt book	 \$ 1.79	 -- 0 --	 \$ 1.79
 Transparencies	 \$ 2.78	 -- 0 --	 \$ 2.78
 Banner	 \$ 80.00	 -- 0 --	 \$ 80.00
 Registration Income			
125 @ \$20.00	\$2,500.00		
Cookbooks	<u>\$ 50.00</u>		
	\$2,550.00	\$2,550.00	-- 0 --
		-----	-----
		\$3,353.41	\$2,184.73
		ACCOUNT PROFIT	\$1168.68

SHOWN WITH SAMPLE DATA ONLY

SAMPLE
COST FOR DIGNITARIES

		TOTAL COST	
LODGING	Dignitary #1	Thursday	\$ 115.00
		Friday	\$ 115.00
		Saturday	\$ 115.00
	Dignitary #2	Thursday	\$ 135.00
		Friday	\$ 135.00
		Saturday	\$ 135.00
	Dignitary #3-7	Thursday	\$ 500.00
		Friday	\$ 500.00
		Saturday	\$ 500.00
	Dignitary #8-9	Thursday	\$ 190.00
		Friday	\$ 190.00
		Saturday	\$ 190.00
FOOD	Dignitary #1-9	Thursday Evening	\$ 60.00
		Breakfast	\$ 162.00
		Members Luncheon	\$ 58.50
		SMP Luncheon	\$ 175.50
		Spouse/companion Luncheon	\$ 101.15
		State President's Dinner	\$ 292.50
		Saturday Banquet	\$ 540.00
BEVERAGES	All Dignitaries (at Club)	\$ 75.00	
ROOM PERKS	Cheese Trays	\$ 19.90	
	Room Flowers	\$ 31.50	
TRUSTEES	Donuts	<u>\$ 5.78</u>	
		\$ 4,341.83	

SHOWN WITH SAMPLE DATA ONLY

SAMPLE**SUMMARY SHEET****SPOUSE/COMPANION LUNCHEON**

Tickets Sold	33 @ \$ 25.00
Tickets Complimentary	7
Meals Served	40

MEMBERS LUNCHEON

Tickets Sold	116 @ 10.00
Tickets Complimentary	9
Meals Served	125

STATE PRESIDENT'S DINNER

Tickets Sold	207 @ 25.00
Tickets Complimentary	18
Meals Served	225

STATE MAJOR PROJECT LUNCHEON

Tickets Sold	207 @ 15.00
Tickets Complimentary	18
Meals Served	225

INSTALLATION & AWARDS BANQUET

Tickets Sold	232 @ 30.00
Tickets Complimentary	18
Meals Served	250

<u>BAR GROSS REVENUE</u>	\$7,630.68
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<u>MEMORIAL SERVICE COST</u>	\$ 224.99
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<u>REGISTRATION INCOME</u>	125 @ \$20.00 = \$2,500.00
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SHOWN WITH SAMPLE DATA ONLY

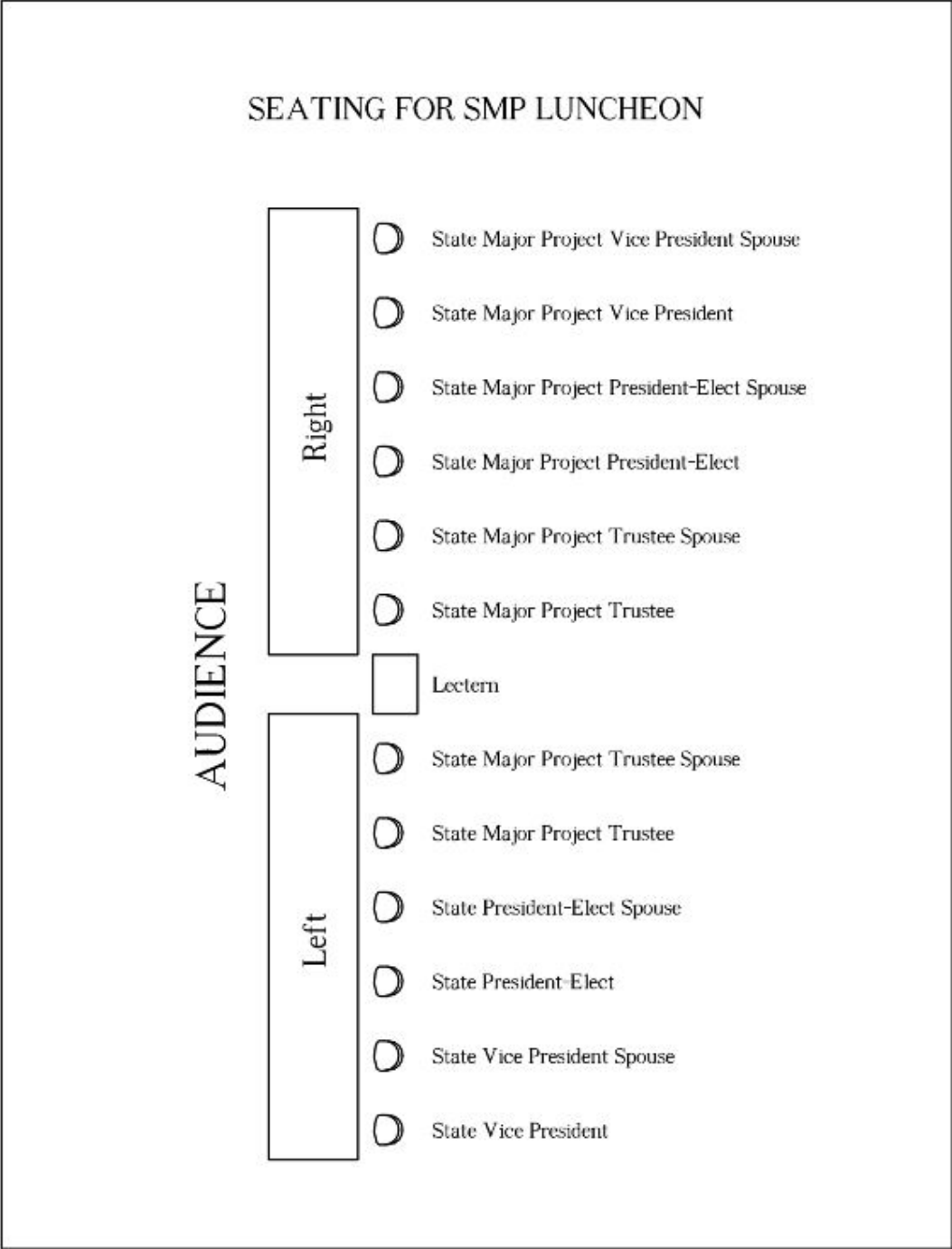
ENTERTAINMENT & BANQUETS

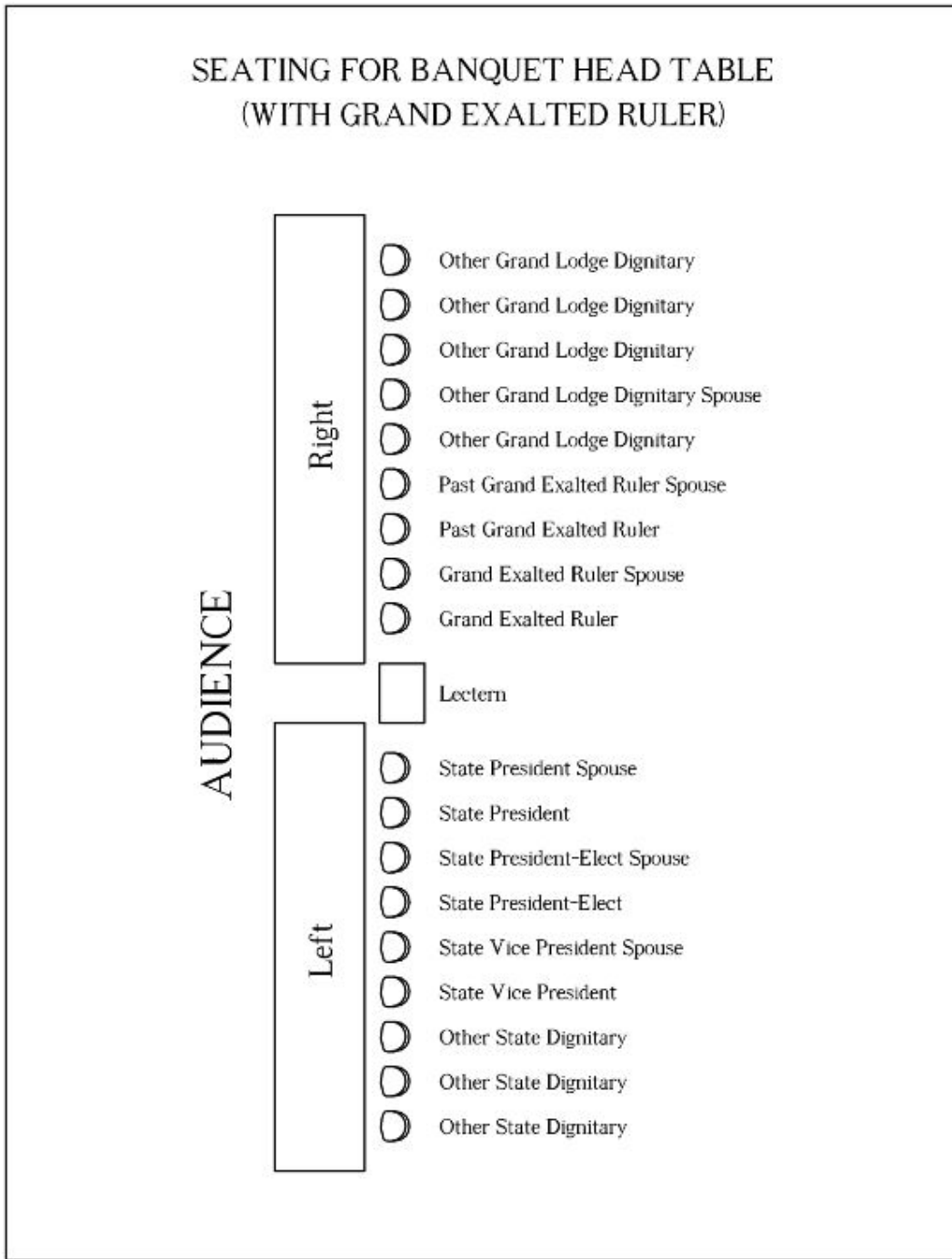


ENTERTAINMENT AND BANQUETS

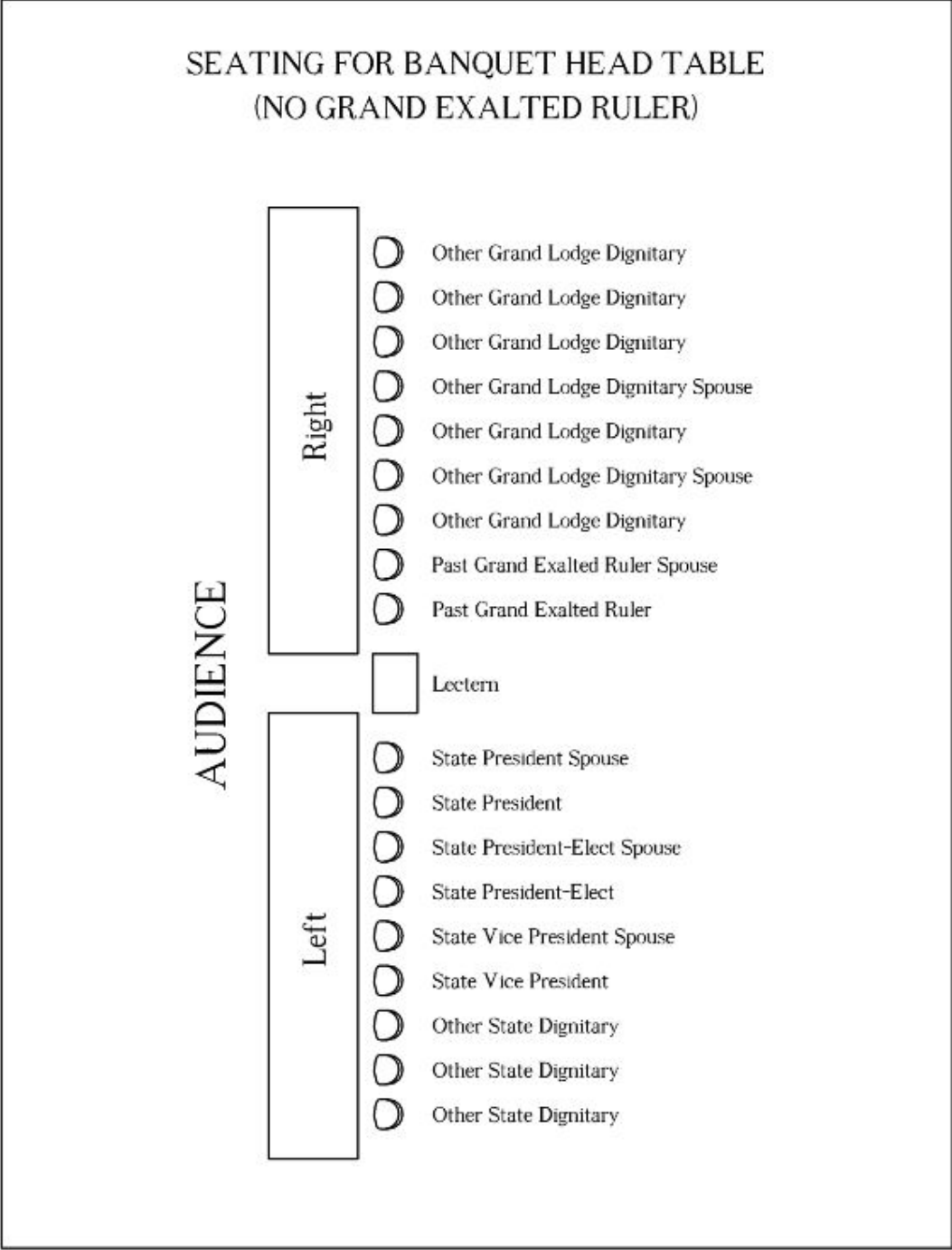
1. Select a vice-chairperson.
2. The chairperson of this committee must coordinate his/her activities with all the committee people of the Convention.
3. Thursday Night Welcome Dinner is scheduled for 6:00 PM. More often than not, the Grand Lodge dignitaries will be arriving on Thursday. Consequently, the State Officers and others will also be arriving on Thursday. It is suggested, and many Lodges have been, having Thursday night registration in conjunction with the welcome dinner. This provides a perfect time for local Elks to register with their wives. It is important that you coordinate Thursday night activities with the State President.
4. Friday –
 - A. Establish bar(s) hours.
 - B. Establish dining room(s) hours for breakfast, lunch and dinner.
 - C. Establish dining room menu for breakfast, lunch and dinner.
 - D. Determine and arrange for entertainment for bar(s) and Friday night get-together at Club.
 - E. Establish prices for all of the above.
 - F. Coordinate arrangements for State President’s Dinner and cocktails for 125-150 Elks and guests with the State President.
5. Saturday –
 - A. Establish bar(s) hours.
 - B. Establish dining room(s) hours for breakfast, lunch and dinner.
 - C. Establish dining room menu for breakfast, lunch and dinner.
 - D. Determine and arrange for entertainment for bar(s)
 - E. Arrange for State Major Project Luncheon” for 150-200 Elks.
 - a. At all Conventions and open to all registered Elks spouse/companion and guests.
 - b. Normally scheduled at 12:00 p.m.
 - c. Consult and coordinate with the State President and the Convention Protocol Chairperson as to which members the State President wants seated at the tables in the audience for the invited guests and their escorts. The head table is occupied by the State Major Project Trustees and their spouse/companions, and the State Vice President as the Ways and Means Chairman and spouse/companion. Work with the Protocol Chairperson as to how they should be seated. Consult with SMP Executive Director.
 - d. Coordinate menu – most (not all) of the members prefer a lighter luncheon fare realistically priced.
 - e. Sell tickets in registration room on Thursday, Friday and Saturday until the Luncheon.
 - F. Arrange for the Saturday Night Banquet (200-250 Elks and guests)
 - a. All Conventions.

- b. Normally schedule for cocktails at 6:30 p.m., dinner at 7:30 p.m., followed by a program which is hopefully over by 9:15 p.m.
 - c. Book entertainment as required.
 - d. Select committee for dance, i.e., decorations, menu, price, etc. (Be sure menu is not similar to the Spouse/Companion Luncheon menu.)
 - e. Coordinate head table with State President, seating arrangement with the Convention Protocol Chairperson.
 - f. State President chairs the Banquet agenda.
 - g. Sell tickets in registration room during all hours of registration.
 - h. Coordinate all plans with the State Convention Chairperson or Vice-Chairperson.
6. Sunday –
- A. Establish bar hours.
 - B. Establish dining room hours for breakfast.
7. Arrange for required tickets for all of the above activities with the Finance Chairperson.
8. Coordinate with Publicity Chairperson to promote all of the above.
9. The host Lodge committee shall work closely with the state committee to make sure protocol is followed to the letter.
10. Seating for Dignitary Escorts shall be reserved near the Head Table for all functions.
11. Use your ingenuity to plan and promote all of the above.
12. Assure a working microphone is installed at all events.

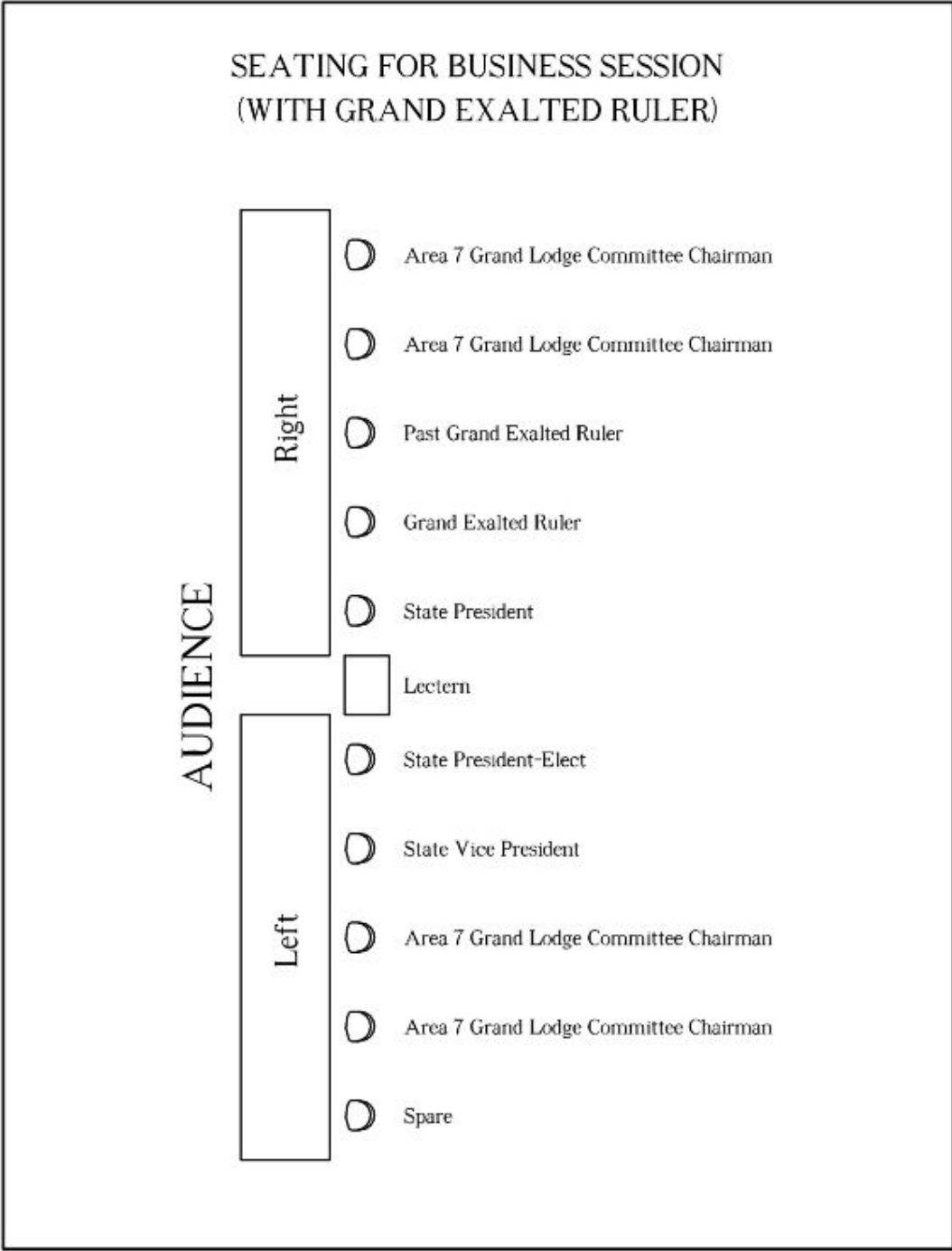


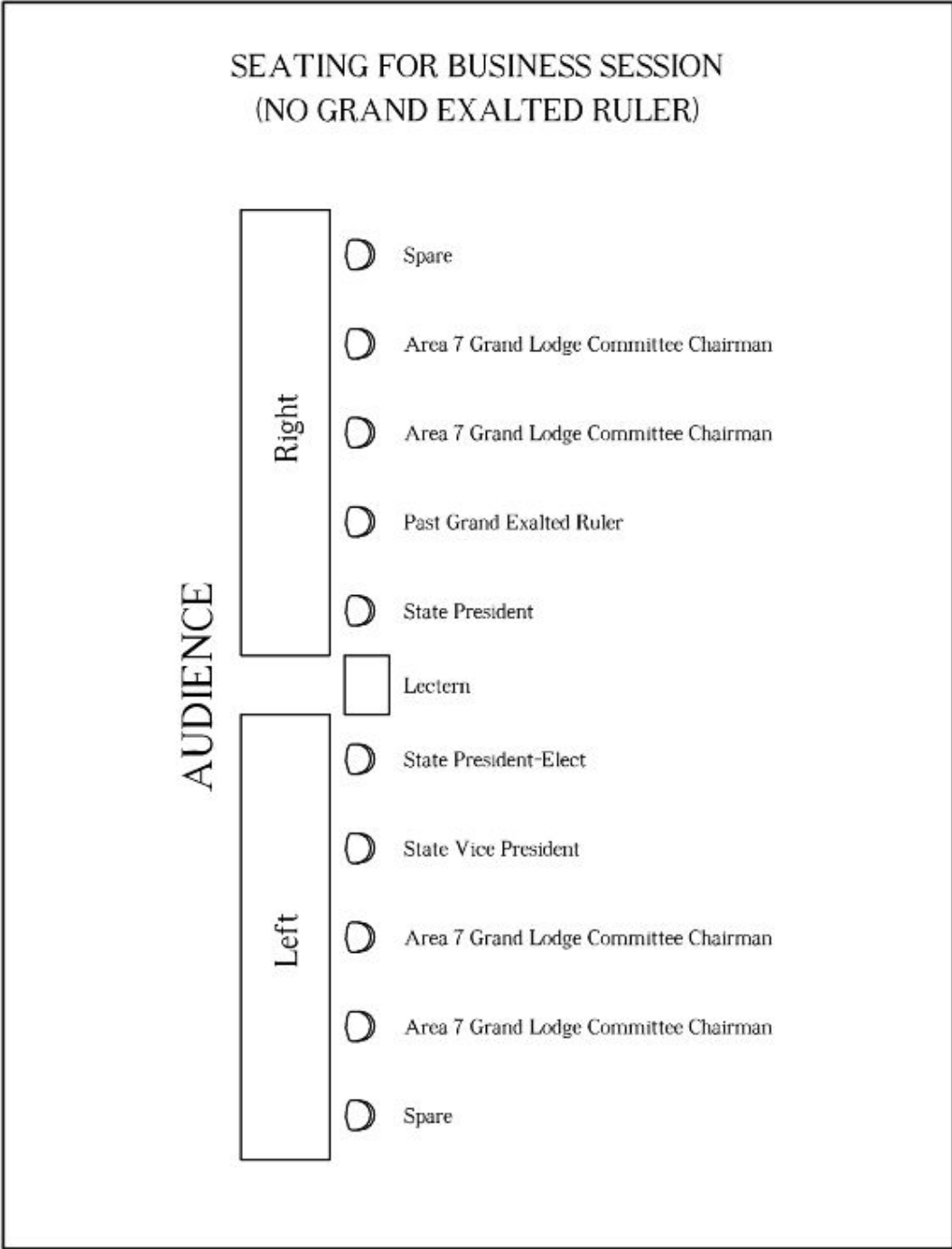


If Nevada has a Grand Lodge Officer, he and his spouse/companion are seated to the right of the Past Grand Exalted Ruler. The Grand Lodge Committee Officer and their spouse/companion are moved to the right. If there isn't a Grand Lodge Officer, the Grand Lodge Committee Member and spouse/companion should be seated in those places at the table.



If Nevada has a Grand Lodge Officer, he and his spouse/companion are seated to the right of the Past Grand Exalted Ruler. The Special Deputy Grand Exalted Ruler, Grand Lodge Committee Officer and their spouse/companion are moved to the right.





KITCHEN AND FOOD MANAGEMENT



KITCHEN AND FOOD MANAGEMENT

1. Select a vice-chairperson.
2. The chairperson of this committee must coordinate his/her activities with all the committee people of the Convention.
3. Thursday night – many Lodges are scheduling activities for Thursday night. More often than not, the Grand Lodge dignitaries will be arriving on Thursday. Consequently, the state officers and others will also be arriving on Thursday. It is suggested, and many Lodges have been, having Thursday night registration in conjunction with a Lodge party. This provides a perfect time for local Elks to register with their spouse/companion. It is important that you coordinate Thursday night activities with the State President.
4. Friday –
 - A. Establish bar(s) hours.
 - B. Establish dining room(s) hours for breakfast, lunch and dinner.
 - C. Establish dining room menu for breakfast, lunch and dinner.
 - D. Determine and arrange for entertainment for bar(s) and Friday night get-together at Club.
 - E. Establish prices for all of the above.
 - F. Coordinate arrangements for State President’s Dinner and cocktails for 125-150 Elks and guests with the State President.
5. Saturday –
 - A. Establish bar(s) hours.
 - B. Establish dining room(s) hours for breakfast, lunch and dinner.
 - C. Establish dining room menu for breakfast, lunch and dinner.
 - D. Determine and arrange for entertainment for bar(s).
 - E. Arrange for State Major Project Luncheon” for 150-200 Elks.
 - a. At all Conventions and open to all registered Elks, their spouse/companion and guests.
 - b. Normally scheduled at 12:00 p.m.
 - c. Opened by Chairman of State Major Project Trustees who then runs the luncheon and auction.
 - d. Consult and coordinate with the State President and the Convention Protocol Chairperson as to which members the State President wants seated at the tables in the audience for the invited guests and their escorts. The head table is occupied by the State Major Project Trustees and their spouse/companions, and the State Vice-President as the Ways and Means Chairman and spouse/companion. Work

- with the Protocol Chairperson as to how they should be seated. Consult with SMP Executive Director.
 - e. Coordinate menu – most (not all) of the members prefer a lighter luncheon fare realistically priced.
 - f. Sell tickets in registration room on Thursday, Friday and Saturday until the Luncheon.
- F. Arrange for the Saturday Night Banquet (200-250 Elks and guests)
- a. All Conventions.
 - b. Normally scheduled for cocktails at 6:30 p.m., dinner at 7:30 p.m., followed by a program which is hopefully over by 9:15 p.m.
 - c. Book band.
 - d. Select committee for dance, i.e., decorations, menu, price, etc. (Be sure menu is not similar to the Spouse/Companion Luncheon menu.)
 - e. Coordinate head table with State President, seating arrangement with the Convention Protocol Chairperson.
 - f. State President chairs the Banquet agenda.
 - g. Sell tickets in registration room during all hours of registration.
 - h. Coordinate all plans with the State President.
6. Sunday –
- A. Establish bar hours.
 - B. Establish dining room hours for breakfast.
7. Arrange for tickets for all required tickets for the above activities with the Finance Chairperson.
8. Coordinate with Publicity Chairperson to promote all of the above.
9. The host Lodge Committee shall work closely with the State Committee to make sure protocol is followed to the letter.
10. Use your ingenuity to plan and promote all of the above.
11. Feeding a large number of people presents some logistics problems you may not have thought about.
- A. Check the kitchen that you will be using if it's not your own, see what supplies come with it, how much oven space (check for racks), fridge space, counter space, serving dishes, salt & peppers, serving spoons etc. and knives for slicing, chopping and carving. Even check for soap and dish towels, oven mitts. You may have to supply some of these items.

The oven racks are really important if you plan to heat several items at once. If you don't have more than one rack available, you might be able to utilize cake racks, placing directly on top of a foil covered casserole to stack another casserole dish.

Likewise check the burners on top of the stove and pots that are available. Does the

kitchen have steam tables etc., will you need to rent special equipment?

- B. Plan your menu so that it works around the space that you have available. In other words, don't have too many items that require oven space, make sure they require the same temperature. Figure out your required fridge and freezer space too. Countertop space is important if you need to 'plate' things. For example if you have to ladle dinner onto plates, or plan to serve a variety of bars and small tarts for dessert, do you have enough space to put all these items out and then transfer them to serving plates. Would dessert be made much easier if it were in 3 or 4 , 9 x 13 pans just requiring lifting out onto plates, or put out cut into portions' serve-yourself' style.
- C. The amount of food you will need will depend upon the age, time of day and activities of the people you will be serving. Obviously a senior's lunch will not require nearly as much food as a dinner for your son's football team. The presentation would also be different, one a lot fancier than the other. Beware of serving 'light snacks' over a regular meal time, people will be hungry and eat more.
- D. Let the menu match the function. Whatever you are doing, you have taken on a challenge not only to do your best, but to channel your ideas and energy into creating the 'best' type of menu for the function. If you are limited in space or resources, choose a type of function that will fit the best. Maybe a brunch, lunch, tea, cocktail party, dessert party, buffet, or sit down meal, potluck, soup & make your-own-sandwich buffet, picnic or BBQ. Remember gourmet food might not fit all types of people, "kiss" (keep it simple stupid) is often the safest way to go.
- E. Don't be afraid to get help. Things take time on a large scale and what you are able to do for a small group at home becomes impossible to handle in a fast time frame, when multiplied by a much bigger volume of food and time required just to handle it. If, for example, you are doing a wedding, either your own or your daughter's, GET HELP (hire some if necessary), give them instructions and you enjoy the wedding and take the bows for the great food. If it's a club, ask for help from others.
- F. Food Safety is a necessity, hot food must be hot, 140 deg. and above. Cold food must be kept cold 40 deg. and below. Have you ever wondered why a caterer won't leave the food out longer and let people nibble all night...FOOD POISONING...that's why! Use a mild bleach solution to wipe down counter, do dishes etc. to prevent cross contamination from raw meats and germs in general.
- G. Insurance...if you are doing this for a club, are they covered in the event of food poisoning...or could you be sued? Some health regulations in some states/provinces require that food must be prepared in the kitchen on the premises or provided by a caterer, rather than pot luck, check it out.
- H. Check out party rental places, they have LOTS of really great items, big chafing dishes like the caterers use, big bowls and lots of exciting things to make your party really special, even a portable salad bar. If you don't have the equipment you can rent things very reasonably, even tables and chairs, tablecloths etc.
- I. Volume logistics. For example, it's easy to cook a pot of spaghetti or boil a dozen cobs of corn at home for your family. Multiply that by ten and you are in for a big

surprise. The water for the corn will take 'forever' to boil, and will not come back up to the boil quickly. The same with the pasta and the water will get all starchy and have to be changed frequently. If you are doing something like this check with others who may have organized a similar event and ask for their advice. Will you have enough refrigeration and oven space?

- J. Plan ahead, have a time and sequence list made out for anyone helping in the kitchen. That way things will get done efficiently and nothing will be forgotten. Even something like cutting up the dessert takes lots of time if there is a large amount of it. Allow extra time to do everything and designate tasks.
- K. Please make some notes, and share them afterwards!!

Notes

PROGRAM / SCHEDULE
AND
MEETING ROOM ASSIGNMENTS



Program Schedules and Meeting Room Assignments

1. Select a Vice-Chairperson
2. Establish a schedule and arrange for facilities to conduct meetings. A considerable amount of time was spent to determine starting times, length of meetings and the estimated number of people attending. By following the suggested schedule, you will eliminate a lot of headaches. Remember, we are trying to satisfy over 30 committee members, so hopefully everyone will maintain flexibility.

CONVENTION GUIDELINE

Revised 7-22-15

NEVADA ELKS ASSOCIATION (SAMPLE) 2008 STATE CONVENTION SCHEDULE PROGRAM SCHEDULE AND MEETING ROOM ASSIGNMENTS

**HENDERSON/GREEN VALLEY LODGE #2802
APRIL 16 – 21, 2008**

DATE	EVENT	LOCATION
Wednesday, April 16th		
5:00 pm - 8:00 pm	Convention Registration	Henderson/Green Valley Lodge #2802
3:00 pm - 8:00 pm	Ritual Practice (Open)	Boulder City Lodge #1682
5:00 pm - 8:00 pm	Dinner	Henderson/Green Valley Lodge #2802
Thursday, April 17th		
8:00 am - 11:00 am	Ritual Practice (Blanton)	Boulder City Lodge #1682
8:00 am - 11:00 am	Ritual Practice (Olivieri)	Masonic Lodge
10:00 am - 11:00 am	Ritual Judges Meeting	Henderson/Green Valley Lodge #2802
12:00 pm - 8:00 pm	Convention Registration	Henderson/Green Valley Lodge #2802
12:00 pm - 5:00 pm	State Ritual Contest (Blanton)	Boulder City Lodge #1682
12:00 pm - 5:00 pm	State Ritual Contest (Olivieri)	Masonic Lodge
7:30 pm - 9:30 pm	Ritual Practice (Final Four)	Masonic Lodge
6:00 pm - 8:00 pm	Welcome Dinner	Henderson/Green Valley Lodge #2802
Friday, April 18th		
7:30 am - 8:45 am	Breakfast	Henderson/Green Valley Lodge #2802
7:00 am - 9:00 am	Hospitality Room	Fiesta Casino Hotel
7:30 am - 6:00 pm	Convention Registration	Henderson/Green Valley Lodge #2802
8:00 am - 12:00 pm	State Ritual Contest (Final Four)	Masonic Lodge
10:00 am departs hotel	Spouse/Companion Luncheon	Fiesta Casino Hotel
12:00 pm - 1:00 pm	Members Luncheon	Henderson/Green Valley Lodge #2802
1:00 pm - 2:00 pm	PER Meeting	Henderson/Green Valley Lodge #2802
1:00 pm - 3:00 pm	PSP Advisory Board Meeting	Henderson/Green Valley Lodge #2802
3:00 pm - 3:45 pm	SMP Trustee Meeting	Henderson/Green Valley Lodge #2802
3:45 pm - 4:30 pm	State Trustees Meeting	Henderson/Green Valley Lodge #2802
5:00 pm	State Presidents Cocktail Party	Henderson/Green Valley Lodge #2802
6:00 pm	State Presidents Dinner (Cocktails)	Henderson/Green Valley Lodge #2802
7:00 pm	State Presidents Dinner	Henderson/Green Valley Lodge #2802
Saturday, April 19th		
6:30 am - 8:30 am	Convention Registration	Henderson/Green Valley Lodge #2802
7:00 am - 9:00 am	Hospitality Room	Fiesta Casino Hotel
7:00 am - 8:00 am	Breakfast	Henderson/Green Valley Lodge #2802
8:30 am - 11:30 am	Business Session	Henderson/Green Valley Lodge #2802
12:00 pm - 2:30 pm	State Major Project Luncheon	Henderson/Green Valley Lodge #2802
3:00 pm - 4:00 pm	Memorial Service	Church
6:00 pm	Banquet Cocktail Hour	Fiesta Casino Hotel
7:00 pm	Banquet/Installation & Awards	Fiesta Casino Hotel
Sunday, April 20th		
7:00 am - 10:00 am	Get Away Breakfast	Henderson/Green Valley Lodge #2802

PUBLICITY



PUBLICITY

1. Select a vice-chairperson
2. Contact local convention Bureau for a complete explanation of their publicity services.
3. Consider various publicity promotions such as:
 - A. Newspapers
 - a. Consider possibility of special Elks edition which could include: information, pictures, etc., regarding:
 1. Grand Lodge and state dignitaries
 2. Local Exalted Ruler and officers
 3. History of the B.P.O.E.
 4. History of the Nevada Elks Association
 5. History of the local Lodge
 6. Grand Lodge accomplishments
 7. Nevada Elks Association accomplishments
 8. Local Lodge accomplishments
 9. Facts of interest such as U.S. President, etc., who have been Elks.
 - B. Radio and TV
 - a. Consider talk show interviews with Grand Lodge, state and local dignitaries.
 - b. Consider talk show program and announcements encompassing as much as practical of “A” above.
 - C. Request letters and pictures from the following for publication in the Convention Booklet and “A” above:
 - a. G.E.R.
 - b. Grand Lodge Sponsor
 - c. State President
 - d. State President-Elect
 - e. Exalted Ruler
 - f. Others as appropriate
4. Write and submit publicity releases to the State Secretary for publication in the **“NEVADA ELKS ELECTRONIC NEWS”**.
 - A. Hosting State Convention (April)
 - a. Housing information – submit for inclusion in the prior year’s Fall Issue, and the same year’s March Issue.
 - b. Social activities, banquet information – submit for inclusion in the same year’s Spring Issue.
 - c. Committee meeting and schedules, schedules of all events, map, parking information and information required for social events – submit for inclusion in the Spring issue of the **“NEVADA ELKS ELECTRONIC NEWS”**.
 - d. Spouse/Companion Luncheon information – submit for inclusion in the prior year’s Fall Issue and the same year’s March Issue.
 - B. Hosting Mid-Term Convention (November)
 - a. Housing information – submit for inclusion in the same year’s Fall Issue.

- b. Social activities, banquet information – submit for inclusion in the same year’s Fall Issue.
- c. Committee meeting and schedules, schedules of all events, map, parking information and information required for social events – submit for inclusion in the Fall issue of the “NEVADA ELKS ELECTRONIC NEWS”.
- d. Souse/Companion Luncheon information – submit for inclusion in the same year’s Spring Issue.

C. “NEVADA ELKS ELECTRONIC NEWS” PUBLICATION DATES

Spring Issue	March 1	Fall Issue	October 1
Input Deadline	February 15	Input Deadline	September 15

- 5. Arrange for photographs of Convention highlights.
- 6. Establish and coordinate for publication purposes meeting schedule and activity schedule with the general chairperson, registration chairperson, entertainment and banquets chairperson, program schedules and meeting room assignment chairperson and Ladies’ Program chairperson.
- 7. Determine and arrange for the proper signs to be used at Club and coordinate with house committee chairperson:
 - A. “Welcome Nevada Elks” over Lodge front door
 - B. “Welcome State President” in Lodge
 - C. “Welcome (Grand Lodge Sponsor)” in Lodge
 - D. Other signs as appropriate
- 9. Arrange for welcome by city/county officials at the Saturday General Session. Coordinate with the State President.
- 10. Use your imagination for other publicity promotions appropriate to your Lodge.

HOUSING REQUEST

Nevada *Elks* Association**State Convention****17 - 20 April 2008****Hosted by Henderson/Green Valley *Elks* Lodge #2802****Convention Headquarters:**

Fiesta Casino Hotel 120 Rooms Available \$95.00/night
777 W. Lake Mead Parkway
(702) 558-7000

Dinning:

24 Hour Baja Beach Café, Festival Buffet, Fuego (Steak & Seafood), Amigo's and Full-Service Bakery on Premises

Casino:

37,000 Square Feet of Gaming Action, State-Of-The-Art Keno, Over 1,400 Slot/Video Poker machines, 23 Table games, Sports Book Arena, 300 Seat Bingo Room

Entertainment and Recreation:

The Fiesta Pool & Jacuzzi, The Fiesta Arcade, Gift Shop, The Amigo Rewards Center, Cerveza Cantina, Coco Loco Bar, and Movie Theater

Conveniently Located Near Fiesta Henderson:

Lake Mead National Recreation Area (20 miles), Hoover Dam (35 miles), Las Vegas Speedway (21 miles), McCarran International Airport (10 miles), Las Vegas Strip (14 miles), Galleria Mall (3 miles), 24-Hour Fitness (1 mile), Black Mountain Golf Course (2 miles)

All reservations will be on a first-come basis. Please contact the hotels/motels directly by calling (888) 319-7244 for all of your reservations and mention the **Elks State Convention 2008** group. Rooms will be held until April 17, 2008. A "link" has been provided on the Henderson/Green Valley Web Site to the Fiesta Henderson reservation desk for those who care to register via the internet.

<http://www.elks.org/lodges/home.cfm?LodgeNumber=2802>

If there are any problems with your reservations prior to or after you arrive, you may contact the Henderson/Green Valley Elks Lodge #2802 at (702) 565-9959 or Bill Wiseman, PER at (702) 523-2278.

EXALTED RULER'S WELCOME AND WEEKEND MENUS

**WELCOME TO
HENDERSON/GREEN VALLEY ELKS
LODGE #2802!**

(EXALTED RULER'S PICTURE)

Welcome to Henderson and thank you for this opportunity to host the 2008 State Convention. I hope everyone enjoys visiting our Lodge, our city, and fellow Elks and their families.

A special warm welcome to our State President and First Lady, Doug and Colleen Tucker, our State President-Elect and First Lady-Elect, Ken and Teresa Curto, and our State Sponsor Don Dapelo.

You will find the lodge located one half mile east of Boulder Highway on Lake Mead Parkway. All meetings will be held at the Lodge or the headquarter hotel, Fiesta Hotel / Casino. State Ritual Completion will be held at the Masonic Lodge.

The banquet will be held at the headquarter hotel, Fiesta Hotel / Casino, on Saturday evening. Music and dancing will follow at the Lodge. Shuttle buses will run until 12:30 am.

This convention being our first in Henderson we wish to make it a pleasant and memorable one. If you have any questions before or during the convention, please feel free to contact us.

Fraternally,
John Doe
John Doe
Exalted Ruler

2008 STATE CONVENTION

**Events and Menus
HENDERSON/GREEN VALLEY ELKS
LODGE #2802**

THURSDAY, APR. 17th

6:00 PM - 8:00 PM
Sandwiches, Shrimp & Chicken

FRIDAY, APR. 18th

Breakfast: 7:00 AM - 8:30 AM

Eggs, Sausage, Bacon, Biscuits, Gravy,
Potatoes, Coffee, Tea, Juice and Fruit Cup

Spouse/Companion Luncheon: 12 PM
Tuna or Chicken Salad Croissant Sandwich

Members Lunch: 12:00 PM - 1:30 PM

French Dip Sandwich, Soup & Salad

(Business Attire or Lodge Uniform)

State Presidents Dinner

Cocktails 6:00 PM / Dinner 7:00 PM

Herb Roasted Chicken, Beef Stroganoff, Spicy

White Fish Buffet, salad,

twice-baked potatoes, green beans,

rolls & dessert

(Business Attire)

SATURDAY, APR. 19th

Breakfast: 7:00 AM – 8:30 AM

Eggs, Sausage, Bacon, Biscuits, Gravy,
Potatoes, Coffee, Tea, Juice and Fruit Cup

SMP Luncheon: 12:00 PM

Tenderloin Tips, Egg Noodles,

Vegetable, Rolls & Dessert

(Business Attire or SMP Vest)

Evening Banquet at Henderson Fiesta

Cocktails 6:00 PM / Dinner 7:00 PM

Choice of 8 oz. Filet Mignon, Chicken Marcela
or Salmon Bar Harbor , salad, twice-baked

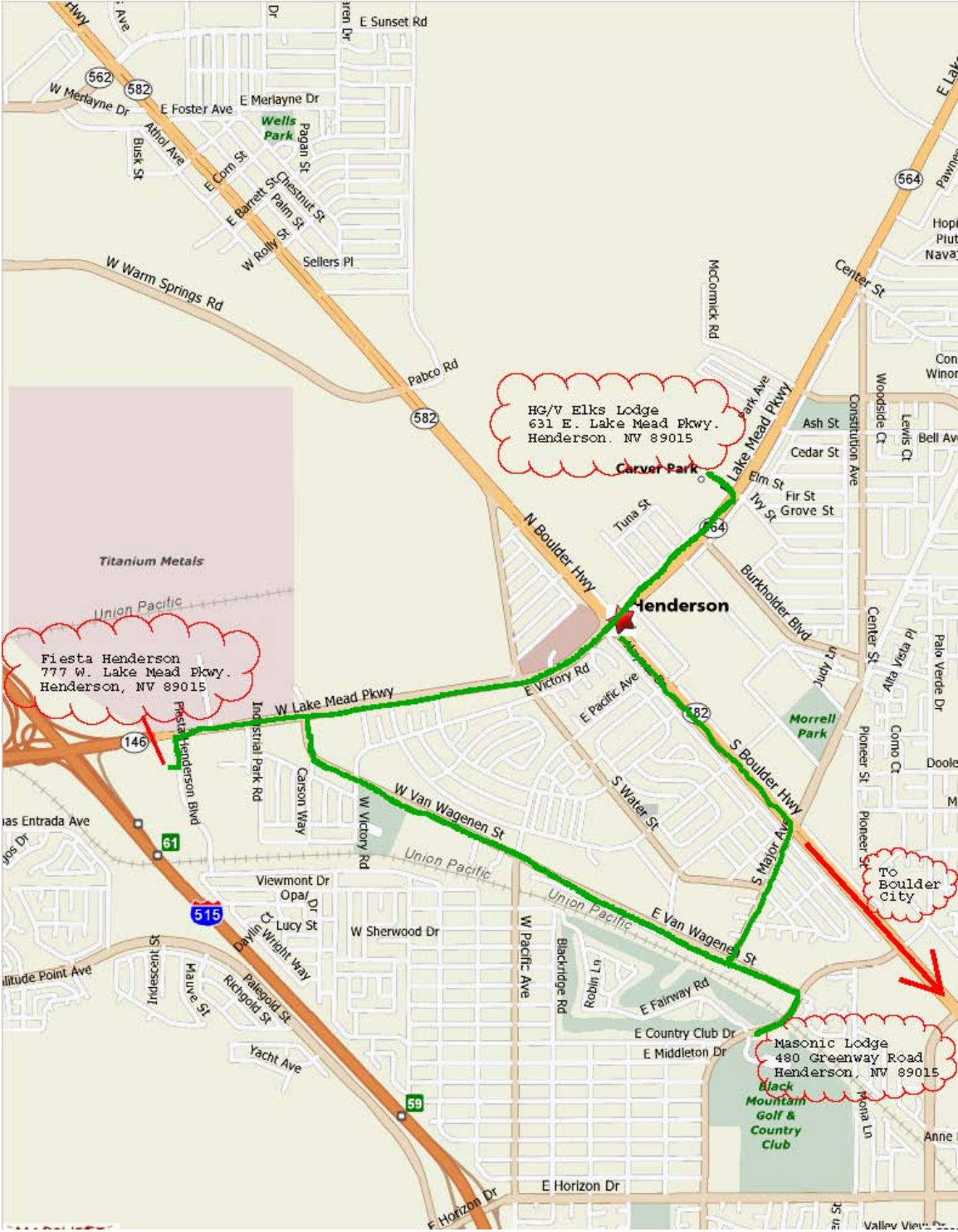
potatoes, green beans,

rolls & dessert

(Semi Formal Attire)

MUSIC & DANCING TO FOLLOW

CITY MAP SAMPLE



SPOUSE/COMPANION LUNCHEON ANNOUNCEMENT

Spouse/Companion Luncheon

Luncheon April 18th at Noon

**Fiesta Casino Hotel
777 West Lake Mead Parkway
Henderson, Nevada**

\$25.00 per person

Irish Folk Music and Dance



Menu

Green Salad

Tuna Salad Croissant

or

Chicken Salad Croissant

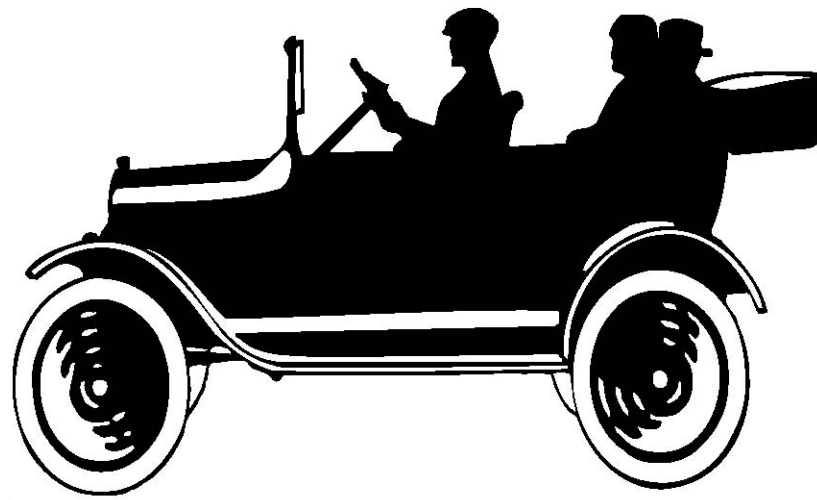
Sandwich

Freshly Brewed Coffee, Tea, Iced Tea or Milk



Notes

TRANSPORTATION AND COURTESY CARS



TRANSPORTATION AND COURTESY CARS

1. Select a vice-chairperson
2. Arrange for all Convention transportation needs.
 - A. To and from airport for G.E.R., P.G.E.R. (Sponsor) and other Grand Lodge guests.
 - a. Coordinate with the hospitality and protocol chairperson.
 - B. Transportation provided by escorts for the State President, G.E.R., P.G.E.R. (Sponsor) and other invited guests during Convention.
 - a. Coordinate with the hospitality and protocol chairperson.
 - C. Courtesy cars/vans
 - a. Suggested time schedule (will vary in accordance with your activity schedule)
 1. Thursday – 3:00 p.m. to 9:00 p.m.
 2. Friday – 6:30 p.m. to 12:00 p.m.
 3. Saturday – 6:30 a.m. to 12:00 p.m.
 4. Sunday – 8:00 a.m. to 1:00 p.m.
 - b. Possible sources of cars/vans
 1. Dealers
 2. Members private cars/vans – owner/family driven
 3. Rentals
 - c. Number of vehicles required – will vary according to local conditions, i.e., distance and accessibility of housing from Lodge. Also, the more vans used, the fewer cars required. In general, four to six vehicles will be required at all times. It is very important that you evaluate your requirements on the basis of local conditions and activities that you have planned.
 - D. Arrange for licensed drivers for the above – the number of drivers will vary according to the number of vehicles you use and the number of hours per shift.
 - E. Renew and investigate any insurance coverage that you may require depending on your source of vehicles.
 - a. Grand Lodge liability insurance policy – the insurance afforded by this policy is excess over any valid and collectable insurance available. It is considered secondary coverage not primary. Therefore, you must provide primary coverage from some other source.
 - b. Some Lodges have been able to arrange for a reasonable rider to their Lodge coverage.
 - c. Purchase coverage for the three day event -- generally very expensive.
 - d. If you use member's cars, be sure that they have adequate coverage and that their policy covers this type of use.
 - F. Arrange for transportation for spouse/companion activities as required:
 - a. Buses – regular or mini. (School buses are not a favorite of the ladies)
 - b. Courtesy cars
 - c. Vans (High step can be a problem in some instances)
 - G. Identify all courtesy vehicles with an “Elks Courtesy Vehicle” sign.
 - H. Some Lodges have had excellent success with using C.B. radios between the Lodge and the courtesy cars. We suggest that you consult a knowledgeable person in this regard.

I. No smoking will be permitted in the courtesy vehicles.

NOTE: Transportation **WILL NOT** be provided to those who book accommodations outside the host Lodge hotel assignments.

Notes

FUNDRAISING



FUNDRAISING

1. Select a vice-chairperson
2. Types of fundraisers
 - A. Licensed raffles
 - B. Sale of unique pins, keepsakes, etc.
 - C. Sale of unique items of wearing apparel
 - D. Other – only limited by your imagination and state laws
3. Program booklet
 - A. Purpose:
 - a. Information for those in attendance
 - b. Greeting and messages from Grand Lodge officers, state officers, local officers and local officials
 - c. Advertising fundraiser
 - B. **THERE SHALL BE NO MATERIAL OF POLITICAL OR SECTARIAN NATURE CONTAINED IN THE PROGRAM BOOKLET**
 - C. Suggestions:
 - a. Select a booklet chairperson with prior booklet experience or radio, television or newspaper advertising experience.
 - b. Booklet chairperson should select committee
 1. Layout persons
 2. Finance chairperson
 3. Advertising sales people
 - c. Design and layout booklet – pocket size generally works best
 - d. Select and contact a printer to determine costs, deadlines, how he wants copy, pictures, etc.
 - e. Prepare a budget to establish ad prices while maximizing profit
 - f. Design a simple contract
 - g. Establish deadlines
 - h. Make up a mock booklet for each of the sales people to use when making calls
 - i. “Train” your sales force
 1. Book layout
 2. Ad sizes and cost
 3. Printer’s requirements as far as pictures, logos, borders, types of fonts available and billing terms
 4. Use of contract
 5. Deadlines
 6. Possible sales approach and close
 - j. Select your market (Yellow pages are a good source)
 - k. Assign sales persons to specific contracts (Prevents duplicate calls)
 - l. Remind your sales force that they are selling, in many instances, “donation type advertising”; i.e., use a soft-sell approach. Over-aggressiveness can hurt your Lodge’s community reputation and embarrass your membership...it’s not worth it.

SAMPLE

HENDERSON/GREEN VALLEY ELKS LODGE #2802

ADVERTISING CONTRACT

Between the

ELKS LODGE #2802

631 East Lake Mead Parkway, Henderson, NV 89015

and

Address: _____

City _____ State _____ Zip _____

Date: _____

_____ hereby agrees to purchase from the Henderson/Green Valley Elks Lodge #2802, B.P.O.E., advertising space in the Elks State Convention tabloid. This tabloid is to be published by the Review Journal newspaper and circulated by them on Thursday, April 15th, 2008.

I agree to purchase a _____ advertisement and make payment of \$ _____ payable to Henderson/Green Valley Elks Lodge #2802 no later than April 10th, 2008.

SIGNATURE

DATE

Bill me for \$ _____

Payment of \$ _____ is acknowledged and received by:

SIGNATURE

DATE

Notes

HOSPITALITY AND PROTOCOL



HOSPITALITY AND PROTOCOL

1. Select a vice-chairperson

2. Grand Lodge officers – constantly keep in mind that the Grand Lodge officers and other invitees are the guests of the Nevada Elks Association but that the host Lodge has many responsibilities in this regard. It is very important that all activity be coordinated with the State President and that the host Lodge understands which activities the State President wants you to be responsible for.
 - A. Grand Exalted Ruler (Mid-Term only)
 - a. The invitation is extended by the State President through the P.G.E.R. (Sponsor) in whose jurisdiction the visit is to be made.
 - B. Past Grand Exalted Ruler – Sponsor (all Conventions)
 - a. The invitation is extended by the State President through the State Secretary.
 - C. The State President, in his invitation, will furnish the following information which, in some instances, will need to be coordinated with the host Lodge’s hospitality and protocol chairperson.
 - a. Specific dates of the Convention
 - b. Advise that spouse/companion will attend and be sure to invite his/her spouse/companion. Include the general plans for the entertainment of the spouse/companion.
 - c. Advise types of dress expected for the weekend, i.e., formal - black tux or white dinner jacket, business suit, sports jacket, casual outdoor wear, etc., as required for the functions you planned. Make certain the same information is noted for the type of apparel the spouse/companion will be wearing.
 - d. Advise what the guest will be expected to do, and when he will be scheduled on the Convention program. If his appearance and performance is a featured event, so advise. If, additionally, an informal appearance is anticipated, so advise.
 - e. Request that you be informed of the guest’s time of arrival and how he will be traveling.
 - f. Ask if the guest’s spouse/companion will be attending.
 - g. Advise if the guest will be expected to make any public addresses and where scheduled. Advise if there will be any interviews with the press, radio or television and when scheduled.
 - D. Before Arrival: (Applies to G.E.R. and P.G.E.R. (Sponsor))
 - a. Arrange for the most luxurious suite available for the G.E.R. at the same hotel/motel as the P.G.E.R. and state officers. A smaller suite is required for the P.G.E.R. and would be nice if available. Be sure the manager or cashier understands that you, as the host, will pay for the accommodations.
 - b. Pre-register the guest before his/her arrival and have two room keys placed in his room or handed to him/her. The second key is for his/her spouse/companion wife.
 - c. Be sure to inspect the accommodations before arrival to see if everything is in order.
 - d. Place a nice arrangement of flowers in the room with a card showing them to be from the Lodge. If a two room suite is provided, an arrangement of flowers in

- each room is recommended.
- E. Arrival of G.E.R and/or P.G.E.R. – coordinate with the State President.
- a. If by air, have a welcoming group at the airport. If he is driving his car, have the welcoming group at his hotel.
 1. In line sequence of participants:
 - A. P.G.E.R. (Sponsor) – spouse/companion
 - B. State President – spouse/companion
 - C. State President-Elect – spouse/companion
 - D. Vice Presidents – spouse/companion
 - E. Other Past Grand Lodge Officers – spouse/companion
 - F. Host Lodge E.R. – spouse/companion
 - G. Past State Presidents – spouse/companion
 - H. Host Lodge hospitality and protocol chairperson - spouse/companion
 - b. Immediately after the guest's arrival, ask him/her for his/her luggage claim check and have someone assigned to pick up his/her luggage and deliver the same to his/her hotel room at once.
 - c. Provide for the required number of cars and have them available for the guest with each being specifically assigned. Leave nothing to chance. Assign the guest to the proper people and cars to take with them to the hotel. All assignments of whom will ride with whom and in what car should be arranged beforehand to avoid confusion.
 - d. Usually it is courteous to take the guests directly to the hotel so they may freshen up or rest following the trip. In case they haven't eaten on their flight, a light lunch should be arranged. Save the sightseeing for another time.
 - e. It is appropriate to have at least two couples at the hotel/motel suite to welcome the guests when they arrive and to offer their services in any way, such as to provide information or directions concerning laundry service, dry cleaning, pressing, barber shop, restaurants, etc. If you have a printed program of the events, give one to your guest and discuss with him/her all of the phases required. If no program is available, outline to him/her the details so he/she will know the schedule of events and the times. After performing this informational duty, the welcoming group should leave to permit your guests to have time to unpack, freshen up and rest.
- F. Courtesies - coordinate with the State President
- a. Ask guest when and what time he/she will depart so proper arrangements can be made to confirm his/her transportation.
 - b. Advise the guest of the type of dress for both men and women for the first affair and each subsequent appearance.
 - c. Always have cars available for transportation of your guests. If the man and his spouse/companion are to attend different functions at the same hour, have a car available for each.
 - d. Corsages should be presented to the guest's spouse/companion before they leave their hotel room for the event. An added pleasure to the guest is to have the corsage in a color that will harmonize with her dress or suit. It takes a little planning, but is tremendously appreciated. If in doubt as to the color of the ensemble, make the corsage white, unless an orchid, which is always accepted

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-
- in any color combination. The corsage used for the spouse/companion luncheon can also be used for the banquet.
- e. At any event where the guests are present, always see to it that they are never left alone. Someone representing the host Lodge should always be present to answer questions and provide refreshments (host Lodge expense) for the guest and his spouse/companion (only) as required.
 - f. Abide by the guest's desires about returning them to their hotel, but as a general rule, return them to the hotel as early as possible.
 - g. The host Lodge is not expected to present any gifts.
- G. Departure of guest – coordinate with the State President
- a. Check guest out of hotel.
 - b. Have transportation available and take care of the guest's luggage. Check the luggage through for them, if that is their desire. Ask to make sure. Be sure to give back the luggage claim checks.
 - c. Be sure that a group is on hand to see the guest off at the hotel and also at the airport.
- H. Other Grand Lodge officers or committee people:
- a. The host Lodge will, of course, extend their usual hospitality, but are not required to pick up any expenses unless designated as a guest and approved by the State President and Trustees.
3. State President:
- A. Requires suite for three nights (i.e., Thursday, Friday and Saturday) because of his responsibility to entertain special guests. This is a host Lodge expense as is the Welcome Baskets.
 - B. Host Lodge is expected to furnish room beverages and snacks for the State President to host the Grand Lodge and special guests approved by State President and Trustees in the hospitality room. The host Lodge is not expected to furnish beverages and snacks for personal guests of the State President.
 - C. The host Lodge provides all food and personal beverages of the President and his spouse/companion while at the Lodge and Spouse/Companion Luncheon ticket. This does not include drinks the President may want to purchase for his friends.
 - D. Remember, you will honor him/her on State President night at your Lodge.
4. State President-Elect and State Vice-President:
- A. The host Lodge provides housing for three nights (Thursday, Friday and Saturday). Should be housed at same facility as Grand Lodge and state officers. Welcome Baskets in the room is required.
 - B. The host Lodge provides all food and personal beverages of the President-Elect and Vice President and their spouse/companion while at the Lodge and a Spouse/Companion Luncheon tickets. This does not include drinks they may want to purchase for their friends.
5. Other State Officers:
- A. Housing, food and beverages are not furnished

6. Other guests approved by the State President and Trustees:
 - A. The host Lodge provides housing for three nights (Thursday, Friday and Saturday) – should be housed at the same facility as the Grand Lodge and state officers. Welcome Basket in the room is required.
 - B. The host Lodge provides all food and personal beverages of the guest and his/her spouse/companion while at Lodge and a Spouse/Companion Luncheon ticket. This does not include beverages the guest may wish to purchase for his/her friends.

7. Welcome Dinner:
 - A. Scheduled for 6:00 pm to 8:00 pm on Thursday and is open to all registered Elks, their spouses/companions. Food service is informal.
 - B. Host Lodge Exalted Ruler may welcome all in attendance if desired
 - C. No introductions are to be made

8. Friday Luncheon:
 - A. Scheduled for 12:00 pm to 1:00 pm on Friday and is open to registered Elks, spouse/companion and guests.

9. State President's Dinner:
 - A. Scheduled for 6:00 pm cocktail hour and 7:00 pm on Friday and is open to all register Elks, their spouses and/or companions.
 - B. The dinner agenda is conducted by the State President:
 - a. Invocation by the State Chaplain
 - b. Pledge of Allegiance by the State Sergeant of Arms
 - c. State President introduces the head table
 - d. State President's opening remarks
 - e. Dinner Served
 - f. State President introduces the Area Sponsor
 - g. Area Sponsor speaks
 - h. State President presides over the presentation of awards and certificates
 - i. State President's closing remarks
 - j. Benediction by the State Chaplain
 - C. See exhibit for head table seating arrangement

10. State Major Project Luncheon:
 - A. Scheduled for 12:00 pm to 2:30 pm on Saturday and is open to all registered Elks, their spouses/companions and guests.
 - B. The Luncheon is opened by the SMP Chairman of Trustees.
 - C. Sequence of introduction, etc., by the SMP Chairman of Trustees:
 - a. Invocation by the State Chaplain
 - b. Pledge of Allegiance by the State Sergeant of Arms
 - c. Introduction of the SMP Board of Trustees
 - d. Introduction of the Guest Speaker(s), if present
 - e. Lunch and Silent Auction
 - f. Guest Speaker is welcomed, followed by the luncheon speech
 - g. Collection of the bids and distribution the bid items

- h. SMP Chairman of Trustees closing remarks
 - i. Benediction by the State Chaplain
 - D. See exhibit for head table seating arrangement

- 11. Saturday evening Installation and Awards Banquet
 - A. Scheduled for 6:00 pm cocktail hour and a 7:00 pm dinner
 - B. The Banquet agenda is conducted by the State President:
 - a. Invocation by the State Chaplain
 - b. Pledge of Allegiance by the State Sergeant of Arms
 - c. Introduces host Lodge E.R. who welcomes all in attendance (optional)
 - d. State President introduces people at the head table
 - e. Dinner Served
 - f. Installation of new officers by installing officer
 - g. New State President's gives his acceptance speech and presides over the balance of the Banquet
 - h. Exchange of gifts by the outgoing and incoming State Presidents
 - i. Ritual Awards presented by the State Ritual Chairman
 - j. State President's closing remarks
 - k. Benediction by the State Chaplain
 - l. State President dismisses Banquet
 - C. See exhibit for head table seating arrangement

PROTOCOL CHART

See Financial Section

SEATING FOR STATE MAJOR PROJECT LUNCHEON

See Entertainment & Banquet Section

BANQUET SEATING – CONVENTION

See Entertainment & Banquet Section

Notes

HOUSE / CLUB



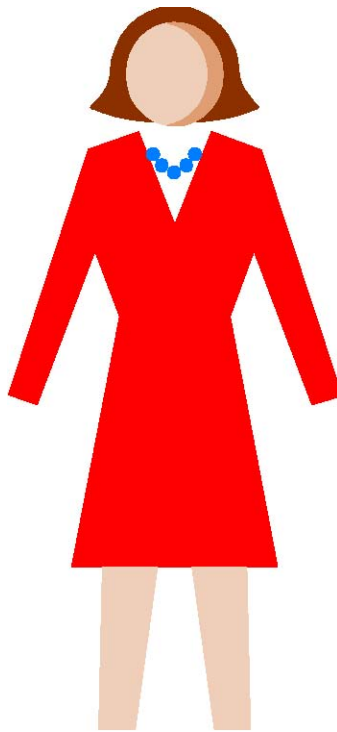
HOUSE/CLUB COMMITTEE

1. Select a vice-chairman
2. Signage
 - A. Survey all committee chairpersons for signage requirements; procure same and establish a schedule for hanging and installing signs, as required.
 - B. Establish a Lodge policy and direct the hanging of signs for “Politicking” purposes by guest Elks.
3. Coordinate church service requirements and time with the Convention Chairman – arrange for a facility.
4. Coordinate with the General Chairman and chairpersons requirements for a special set-up of club facilities and discuss these requirements with the club manager so that the manager’s staff or House Committee members can implement the same, including, but not limited to:
 - A. Breakfast
 - a. Flag
 - b. Seating (approximately 60-80 people
 - c. Arrangement of tables, etc., for Lunch
 - B. Friday Lunch (approximately 100-125 people)
 - a. Flag
 - b. Seating (approximately 100-125 people)
 - c. Arrangement of tables, etc., for State Presidents Dinner
 - C. Friday State President’s Dinner
 - a. Flag
 - b. Podium
 - c. P.A. system
 - d. Arrangement of tables, etc., for breakfast
 - e. Arrangement of table(s) for the Dignitary Escorts near the head table
 - D. Breakfast
 - a. Flag
 - b. Seating (approximately 100-125 people
 - c. Arrangement of tables, etc., for Business Session
 - E. Saturday Business Session
 - a. Flag – Honor Guard
 - b. Podium
 - c. P.A. system – one microphone for the head table and two for the audience
 - d. Seating (approximately 225-250 Elks
 - e. Water glasses and ice water for the head table and other water available for members.
 - f. Arrangement of tables, etc., for State Major Project Luncheon
 - F. Saturday State Major Project Luncheon and “Exalted Ruler’s March” (State Convention only)
 - a. Flag

- b. Podium
 - c. P.A. System
 - d. Calculator and table or desk and chair for tallying contributions
 - e. Water glasses and ice water for the head table
 - f. Arrangement of tables, etc., for Get Away Breakfast
 - G. Saturday P.M. "Memorial Service" (3-4 PM)
 - a. Flag
 - b. Podium
 - c. P.A. system
 - d. Seating (approximately 100-150 people)
 - e. Coordinate ritual needs with the Memorial Service chairperson.
 - H. Saturday Night Banquet and "Installation of Officers (State Convention only)"
 - a. Flag
 - b. Podium
 - c. P.A. system
 - d. Arrangement of table(s) for the Dignitary Escorts near the head table
 - e. Seating (approximately 225-250 people)
 - f. Coordinate special needs with the outgoing State President for installation of new officers and presentation of Ritual Awards
 - I. Critique
 - a. Informal seating (approximately 25-50 people)
5. Arrangements for or determine responsibility of cloak room attendants as required.
6. Other requirements or arrangements determined by the general chairperson and vice-chairpersons, or particular needs of your Lodge

Notes

SPOUSE/COMPANION PROGRAM



SPOUSE/COMPANION PROGRAM

1. Select a vice-chairperson
 - A. This function must be coordinated with the State President’s spouse/companion.

2. Coordinate and arrange for the Spouse/Companion Luncheon
 - A. Select site and make reservation (check with State President’s spouse/companion before finalizing).
 - a. Attendance will be about 25-50 ladies/gentlemen, depending on the popularity of the menu – be sure to coordinate with the menu for the Major Project Luncheon and the Friday and Saturday night banquets. Fish should not be the only option if offered. This function must be coordinated with the State President’s spouse/companion.
 - B. Establish price
 - a. Items to include in price
 1. Tax
 2. Tip (15% of meal price)
 3. Transportation costs
 4. Transportation costs
 5. Table decorations
 6. Program
 7. Cost of printing tickets
 8. Prizes
 9. Postage
 10. Other expenses as appropriate

3. Select and arrange for a program and establish times – the choice of program and it’s appeal are very important to the success of the First Lady/Gentleman Luncheon.

4. For maximum promotion of the Luncheon, it is suggested that an invitation be composed with assistance from the First Lady/Gentleman, to be mailed announcing the menu, price, program and other particulars to the spouse/companion of:
 - A. Exalted Rulers
 - B. Secretaries
 - C. State Officers
 - D. Past State Presidents
 - E. Committee Persons

NOTE: All of the above names (including wives/husbands) and addresses are published in the State Directory. While it is expensive (i.e., postage), experience proves it pays off in attendance. The problem is that many non-Elks apparently do not see the “**NEVADA ELKS ELECTRONIC NEWS**”.

5. Coordinate all information and promotional ideas with the PUBLICITY

CHAIRPERSON for publication in the “NEVADA ELKS ELECTRONIC NEWS”. He/she will establish publishing deadline dates with you.

6. Coordinate transportation needs with the TRANSPORTATION AND COURTESY CAR CHAIRPERSON.
7. Instruct the person receiving registration money to contact the FINANCE CHAIRPERSON to coordinate the procedure for handling funds.
8. Depending on how you handle item 7 above, coordinate with the FINANCE CHAIRPERSON a procedure for the handling the payment of bills
9. Depending on how you handle items 7 and 8 above, coordinate with the FINANCE CHAIRPERSON the printing of tickets. For control purposes, consider numbering the tickets
10. Banquet tickets should be held for pick up and sold in the registration room. You may find it helpful to advise the spouse/companion when they pick up their tickets with regard to requirements for Luncheon transportation
11. There is no need to present gifts to any of the dignitaries, as they receive gifts from the State Association at the Banquet
12. The following are entitled to complimentary tickets:
 - A. G.E.R.’s wife (Mid-Term only)
 - B. P.G.E.R.’s (Sponsor) wife (both Convention and Mid-Term)
 - C. Special Deputy Grand Exalted Ruler’s spouse/companion
 - D. State President’s spouse/companion
 - E. State President-Elect’s spouse/companion
 - F. State Vice President’s spouse/companion
 - G. Arizona State President’s spouse/companion
 - H. California-Hawaii State President’s spouse/companion
 - I. Utah State President’s spouse/companion
 - J. Other guests’ spouse/companion as approved by the State President and PSP Advisory Council
 - K. Two (1) Guest Ritual Judges and spouse/companions – convention only. There will be nine (9) guests invited including those from Nevada.
13. If a head table is provided the seating shall be arranged as follows:
 - A. G.E.R.’s wife (Mid-Term only)
 - B. P.G.E.R.’s (Sponsor) spouse/companion
 - C. Special Deputy Grand Exalted Ruler’s spouse/companion
 - D. State President’s spouse/companion
 - E. State President-Elect’s spouse/companion
 - F. State Vice President’s spouse/companion
 - G. Arizona State President’s spouse/companion

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- H. California-Hawaii State President's spouse/companion
 - I. Utah State President's spouse/companion
 - J. Exalted Ruler's spouse/companion
 - K. Others as appropriate
14. Consider reserving tables for spouse/companions of Past State Presidents. Reserving tables for the rest of the attendees has not worked out well in the past, but use your discretion.
15. Advise the wait-staff, that there will be introductions before the meal is served. Takes about 12-15 minutes for the introductions, Pledge and Invocation.
16. Sequence for introductions – Introductions are made by the Spouse/Companion of the State President in descending order of precedence. See Manual on Protocol, BPOE) as many of the following as you consider appropriate, i.e., the length of your program, etc.
- A. Convention Committee (as a group)
 - B. Exalted Ruler's spouse/companion (of the host Lodge)
 - C. Nevada State Vice-President's spouse/companion
 - D. Nevada State President-Elect's spouse/companion
 - E. Arizona State President-Elect's spouse/companion
 - F. California-Hawaii State Vice-President's spouse/companion
 - G. Utah State President's spouse/companion
 - H. Nevada Past State Presidents' spouse/companion (as a group)
 - I. Nevada District Leader's spouse/companion (individually)
 - J. District Deputy Grand Exalted Rulers' spouse/companions (The DD from the district the convention is being held should be introduced first.)
 - K. Special Deputy Grand Exalted Ruler's spouse/companion
 - L. Grand Lodge Chairman/Committee men's spouse/companion
 - M. Grand Lodge Officer's spouse/companion
 - N. Past Grand Lodge Officer's spouse/companion
 - O. P.G.E.R.'s (Sponsor) spouse/companion; she introduces the Grand First Lady
 - P. G.E.R.'s wife (Mid-Term only)
17. Arrange for transportation from hotel/motel of following via courtesy car or your own vehicles
- A. State President's spouse/companion
 - B. State President-Elect's spouse/companion
 - C. State Vice President's spouse/companion
 - D. Special Deputy Grand Exalted Ruler's spouse/companion
 - E. P.G.E.R.'s (Sponsor) wife
 - F. G.E.R.'s wife (Mid-Term only)
18. If a head table is utilized, order a floral arrangement for the head table (Convention expense) – you can use the same arrangement for the Banquet head table
19. Promote Luncheon attendance to your local ladies/spouses and companions

20. After the deadline for reservations for the Luncheon has passed, you are not obligated to refund any money for tickets that are returned unless you can sell them. Exception would be an illness
21. Use your discretion, but you are not required to grant anyone time at the Luncheon to promote any other activities
22. Remember, the Luncheon is given to entertain the spouse and companion not to make money, and considered the luncheon of the Nevada First Lady/Gentlemen. The Convention Committee wants to make their expenses, but you also want to benefit by keeping the price as low as possible.

PROTOCOL CHART

See Financial Section

LETTER TO LADIES (3)

Insert Sample Letter

LADIES' LUNCHEON PROGRAM (2)

Insert Sample Program

Spouse/Companion Luncheon

Luncheon April 18th at Noon

Fiesta Casino Hotel
777 West Lake Mead Parkway
Henderson, Nevada

\$25.00 per person

Irish Folk Music and Dance



Menu

Green Salad

Tuna Salad Croissant

or

Chicken Salad Croissant

Sandwich

Freshly Brewed Coffee, Tea, Iced Tea or Milk



MEMORIAL SERVICE
(STATE CONVENTION ONLY)



MEMORIAL SERVICE

1. Select a vice chairperson
2. Put on by the host Lodge officers Saturday afternoon.
3. Arrange and set up an appropriate setting complete with floral arrangements
4. Arrange for the following speaker(s):
 - A. Eulogy of the Lodges
 - B. Eulogy of a Past State President (if appropriate)
 - a. Have a Past State President do this
5. Arrange for appropriate music
 - A. Choir or choral group
 - B. Soloist
 - C. Organist
6. Prepare a “Memorial Service Program” – see sample
 - A. Design an appropriate cover
 - B. Include the “Eleven O’Clock Toast”
 - C. Program of service
 - D. Words to “Auld Lang Syne”
7. Program
 - A. Room should be arranged in any way that you feel would look nice – For suggestions see figure
 - B. All ER’s should be in robes & officers in Lodge uniforms or suits
 - C. While people are being seated have organist playing appropriate music
 - D. Program sequence:
 - a. Follow the same type of service that you have for your Lodge Memorial Service. See Grand Lodge Memorial Service Manual. Suggestions follow.
 1. Prelude: by organist
 2. Opening: Host Exalted Ruler to open service and then go right into program. No introductions of people taking part in service
 3. Invocation by State Chaplain
 4. Musical selection by solo or chorus
 5. “Eleven O’clock Toast” by E.R. or P.E.R.
 6. Roll call of Lodges by Past State President
 7. Eulogy by Past State President for Past State President
 8. Eulogy by P.E.R. or Past State President for state Lodges
 9. “Auld Lang Syne” by entire assembly
 10. Benediction by State Chaplain
 11. Recessional by organist

NOTE: BE SURE TO CONFIRM ALL PROGRAM PARTICIPANTS IN ADVANCE

MEMORIAL SERVICE ROOM ARRANGEMENT

Insert Sample Room Arrangement

PROGRAM FRONT AND BACK PAGE

Insert Sample Program

PROGRAM INSIDE TWO PAGES

Insert Sample Program

Notes

RITUAL COMPETITION ARRANGEMENTS



RITUAL COMPETITION ARRANGEMENTS

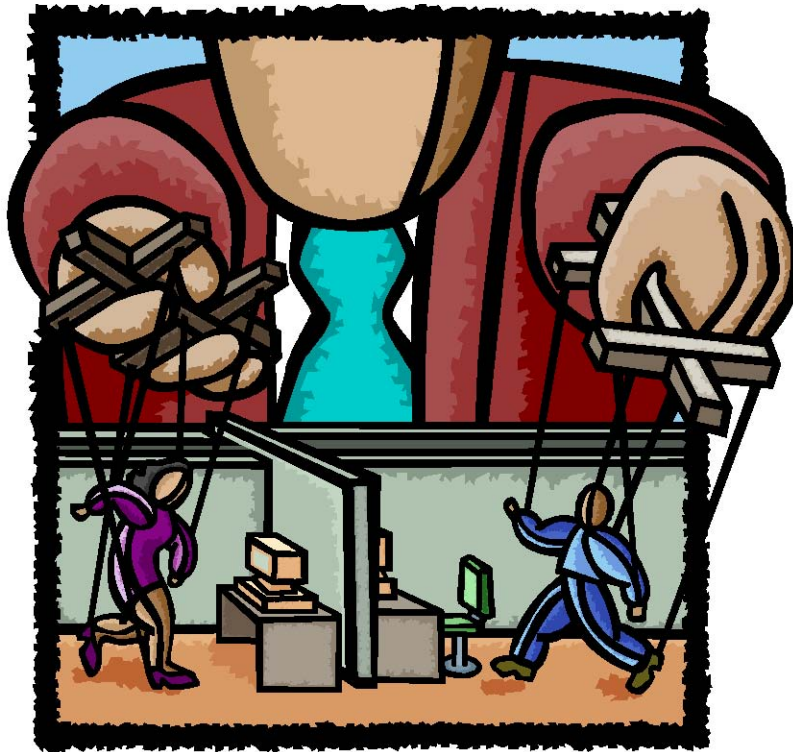
1. Select a vice chairperson
2. Make all arrangements for the facilities to be used for Ritual Competition.
3. Insure that all required materials are at the Ritual contest facilities, in place and ready for use.
4. The local Chairman in charge of Ritual contest is responsible for having good and early communications with the State Ritual Chairman to insure that a successful Ritual Contest will take place at the State Convention.
5. The areas to be addressed will be:
 - A. Drawings of Contest rooms to be used for Ritual contest requirements as early as possible. Include map to the location(s).
 - B. Two rooms for the first day's contest (two divisions of eight or more teams participate). Rooms should conform to ritual requirements. These rooms will be used on Thursday's contest and must be available the entire day.
 - C. A third (or separate) room is necessary for the final four teams to complete in and must be available on Thursday evening for the final four teams to practice. This room is needed Friday morning till noon. The calculators need a separate room, and the Judges should have an separate area to take breaks between competing teams. These rooms are needed till all calculations have been completed.
 - D. A Lodge Room setup for each contest room, to include stations; altar (with cloth), Bible, Antlers, American flag, and chairs for participants. A table for the contest chairman and two tables for the word judges.
 - E. Changing rooms (ready rooms) are necessary for each contest room. These rooms should include water, lemons, at least one table and chairs. Clothes racks or someway of hanging up a change of clothes are needed.
 - F. Bathroom facilities must be available to Ritual participants.
 - G. Signs: Quite Please Ritual Contest In Progress, Ritual Participants Only, Division 1 Ready Room, and Division 2 Ready Room. Any signs that logistics require to control and inform. Two posters may be needed to post scores in the first days contest area and host lodge.
 - H. An Inner Guard and a Tiler are needed for each contest room each day.
 - a. Inner Guard:
 1. The Inner Guard must be available one hour before the first team's performance time.
 2. The Inner Guard may double as Tiler
 3. Will carry out the directions given by the contest chairman.
 4. The chairman will direct the Inner Guard to direct the competing team to enter when ready, inspect their stations, and assemble before the alter and await instructions from the chairman.
 5. The Inner Guard will go to the door and invite the competing team in by saying:

“ _____ Lodge No. _____, you may enter the room, inspect your stations, and assemble before the altar and await the instructions from the contest chairman.”

- b. Tiler: (The Tiler may double as the Inner Guard.)
 - 1. Responsible for checking all who want to witness the ritual teams performance. All must have a current membership card. **NONE may enter unless they have a currant membership card!**
 - 2. Tilers will have control responsibilities out side of the contest rooms and will ensure that disturbances occur during the team performance.
 - 3. Make sure that any teams arriving, during anther teams performance, maintain quiet so as to not the performing team.
 - 4. It is the request that Tilers wear coat and tie during the contest.
 - 5. The Tiler will work with the performing teams Esquire and Inner Guard. The will open and close the door for the performing teams. Making sure that the performing team is afforded the best job and is not adversely affected by the door work.
 - a. Tilers should be at the practice session and practice with the performing teams.
 - b. The door must be opened 90 degrees or better to allow the Esquire, inner Guard, and Candidate to do what is necessary.
 - c. The Tiler should not shut the door until the Inner Guard has stepped into the doorway.
 - I. Workers are needed to control audience, interested observers and participants, and to monitor the needs in the Ready rooms.
6. The following is a sample Contest Checklist:
- A. Signs:
 - a. Poster at Henderson/Green Valley Lodge to post team scores.
 - b. “Quite Please”, “Ritual Contest In Progress”
 - c. “Ready Room”
 - B. Contest Rooms:
 - a. Blanton Division.
 - 1. Setup room on Wednesday to measurements on drawings.
 - 2. Table for Contest chairman and two Word judges.
 - 3. Convention chairs for performing officers and candidate.
 - 4. Arrange for ready room teams.
 - 5. Coat racks in ready room.
 - 6. Water and lemons in ready room.
 - 7. Warning sign at front door. “Quite, Ritual Contest in Progress”.
 - 8. Tiler for crowd control.
 - 9. Inner Guard to handle the door and inviting teams in.
 - 10. Judges rest area.
 - b. Olivieri Division.
 - 1. Setup room on Wednesday to measurements on drawings.
 - 2. Table for Contest chairman and two Word judges.
 - 3. Convention chairs for performing officers and candidate.

4. Arrange for ready room teams.
 5. Coat racks in ready room.
 6. Water and lemons in ready room.
 7. Warning sign at front door. "Quite, Ritual Contest in Progress".
 8. Tiler for crowd control.
 9. Inner Guard to handle the door and inviting teams in.
 10. Judges rest area.
- c. Finals at Boulder City Lodge Friday morning.
1. Thursday, setup room and check measurements on drawings for Thursday evening practices.
 2. Table for Contest chairman and two Word judges.
 3. Convention chairs for performing officers and candidate.
 4. Arrange for ready room teams.
 5. Coat racks in ready room.
 6. Water and lemons in ready room.
 7. Warning sign at front door. "Quite, Ritual Contest in Progress".
 8. Tiler for crowd control.
 9. Inner Guard to handle the door and inviting teams in.
 10. Judges rest area.
7. Calculators shall use Henderson/Green Valley Lodge's Conference Room.
8. An eight (8) foot table to be provided at the Awards Banquet for Ritual and NSEA Awards.

CLUB MANAGER



CLUB MANAGER:

1. Review this complete manual and become familiar with its contents and the chairpersons and their duties on the coordination required.
2. Be sure that the Lodge is in first class condition in terms of housekeeping and maintenance.
3. Be sure the American Flag on outside pole is in good condition and lit properly.
4. Instruct bar personnel on correct procedure for complimentary guest drinks.
5. Be sure that you have adequate trained bartenders and waitresses properly instructed about the weekend's activities.
6. The success of your Lodge as a host depends a great deal on your expertise as a manager.

AND FINALLY

YOU MAY WANT TO CONSIDER HAVING A PARTY OR DINNER EITHER IMMEDIATELY FOLLOWING THE CLOSE OF THE CONVENTION OR AT A DATE IN THE NEAR FUTURE TO THANK ALL THE HARD WORKERS FROM YOUR LODGE.

THANK-YOU PARTY INVITATION