



NEVADA STATE ELKS ASSOCIATION

ESCORT DUTIES And RESPONSIBILTIES

SELECTION OF ESCORTS

Adopted By:
Past State Presidents Advisory Council

CRITERIA FOR SELECTION OF ESCORTS NEVADA STATE ELKS ASSOCIATION

Within a few months of the Mid-Term Meeting and the State Convention, the State President with the assistance of the State Secretary will send letters to invited Guests, and will inform the District Leaders, President Elect and Vice President of the Guest list.

Take care in picking your escorts – ask the other District Leaders for assistance. Make sure they comply with the requirements of meeting the guest, etc. In the past some escorts were unable to meet the guest, stay with the quest, attend functions with guest, etc., due to work or travel requirements. An escort must be able to comply or another escort must be scheduled. Be aware of last minute cancellations. Have a backup.

Enclose with the invitation letter, a form instructing the Guest to complete and return the form to the State Secretary. This form requests information on expected arrival and departure, mode of transportation, and preferred beverages desired by the Guest and his/her spouse. The preferred room accommodation information will assist the State meeting chairman with the hotel/motel reservation for the Guest. If a choice of meal is requested, such as beef or fish, be sure to include this information to the guest requesting his/her selection(s).

Upon receipt of the returned form from the Guest, the State Secretary will make a copy for the District Leaders, State President, and the Meeting Chairman.

1. District Leaders of the District where the meeting/convention is held, and the State President will determine the names of the potential Escorts and who would be the best possible Escort for each guest to be escorted. District Leaders will then contact those selected to be Escorts for the invited guest/s. The following items will be stressed to the Escort as duties that must be adhered to when acting as the NSEA Escort for invited guest/s. If the Escort cannot or will not comply with these criteria then another will be selected.
2. When assigning Escorts, the point of arrival should be considered.
North meeting/convention: Escorts should be from the North District.
South meeting/convention: Escorts should be from the South District.
3. Escorts to be considered are to be active members of the NSEA, having served on various State committees or State offices, be an active Past Exalted Rulers, or an active Past District Deputy Grand Exalted Rulers, or a Past State Presidents of the Association.
4. Active Past Exalted Ruler's on the prospective District Deputy Designate list should be considered to serve as an Escort.
5. ***The District Deputy Designate will not serve as an Escort during the State Convention.***

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6. Escorts must feel it is a privilege to be an Escort, and must be available to escort the Guest from the time of arrival to the time of departure (no exceptions).
7. District Deputy of the District where the meeting or convention is held should be an Escort; however, if District Deputy does not have a spouse/companion, this limits whom they may escort. (a friend may act as spouse for escort purposes).
8. If the spouse accompanies the Guest, the spouse/companion of the Escort must be available and willing to escort the Guest's spouse from the time of arrival to the time of departure. (no exceptions). Note: If the Guest spouse/companion is an Elk, this should be taken into consideration for selection of Escort.
9. It is imperative that the Escort has a four-door vehicle for escorting.
10. Escorts **must not** be required to perform other duties while escorting, for example, ritual judging, cooking, serving meals, et cetera. (Exception, if the Guest is a Ritual Judge, the Escort may also be a Ritual Judge). If the Guest spouse/companion is an Elk, he/she may want to attend the NSEA Meeting.
11. For the Mid Term Meeting, the District Deputy from the District where the meeting is held should be considered for escorting the Grand Exalted Ruler. **Note:** The Past Grand Exalted Ruler who serves as the State Sponsor is the *official* escort of the Grand Exalted Ruler however the District Deputy and his/her spouse/companion will assure that all needs of the Grand Exalted Ruler and the Grand Lady are met with regard to all duties of being an Escort. e.g.: Transportation, beverage, meeting in the hospitality room, et cetera.
12. An Escort and his/her spouse will be assigned to escort the State Sponsor and his spouse. The Escort and his spouse will assure that all needs of the Past Grand Exalted Ruler and his Lady are met with regard to all duties of being an Escort. e.g.: Transportation, beverage, meeting in the hospitality room, et cetera.

When the Escort selection has been completed, the two District Leaders from the applicable district will determine which of them will send a letter to the invited guest telling the guest who is his/her escort, including the escorts name(s), address, telephone number, etc., and title. This letter to the guest will be copied to the State President and State Secretary. The State Secretary sends this information to the other District Leaders and the State Treasurer.

After selection of Escort, the District Leader is to send a copy of the completed information form, from the Guest, to the Escort for his/her information along with a letter outlining Escort Responsibilities (Sample Letter attached).

CHECKLIST FOR ESCORTS OF V.I.P GUESTS OF THE NEVADA STATE ELKS ASSOCIATION

The position of "Escort" to a Guest of the NSEA is considered an assignment of special recognition, a privilege and honor. The Escort is to make every effort to ensure that the Guests of the NSEA are made to feel welcome and comfortable.

It is the responsibility of the Escort and his/her spouse to be host/hostess by attending to the individual needs of the Guest they are assigned. While details may be left to others, the final results of comfort are the sole responsibility of the Escort.

Soon after receiving your assignment as Escort to a Guest of the NSEA you should receive the Guest information form from the District Leader.

ESCORT DUTIES PRIOR TO MEETING OR CONVENTION:

Upon receipt of the Guest form from the District Leader, the Escort is to write letter of introduction to the Guest. Included in this letter should be the plan of the Escort in meeting the guest and his/her spouse upon arrival either at the airport or at the hotel/motel or Lodge, and also the departure plans. The Escort is to be sure to include the name of his/her spouse in the letter of introduction. Additional information may be about the weather and dress code requirements of the weekend and any other information that may be pertinent to the individual.

ESCORT DUTIES DURING THE MEETING OR CONVENTION:

Each Escort is given a monetary amount by the State Association. This amount is to assist the Escort with the purchase of beverages for the Guest and spouse they are escorting. It may also be used for food if a long drive is required from the airport to the meeting site. This amount will include the cost of Friday Spouse/Companion Luncheon/Outing for the Escort.

It is essential that the Escort insure that the Guests are well taken care of before, during and after an event, and during any gatherings prior to the event, such as cocktails in the hospitality room. All courtesies regarding beverage assistance to our Guests and their spouse are imperative, and are the responsibility of the Escort.

1. Arrange to pick up the Guest(s) at the Airport according to their schedule, or meeting them upon their arrival if they are driving. Should you be Escorting the GER, you will be among a group (PGER, State President, etc.) who will meet him at the airport (***you will be the "baggage handler, door opener, etc., don't be offended during this process***).
2. Inform Guests of the hotel/motel room number, the location of the hospitality room, your own room number, and any other room numbers or locations that may be needed. It would be courteous to have these written on paper.

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3. Carry luggage of Guest(s) upon arrival, taking them to hotel/motel and assisting them with their reservation accommodations. Or, if driving, meeting them at hotel/motel giving the same assistance.
4. Make sure that the Guest (and spouse) you are assigned is transported to/from the Lodge or the place where the first meal is planned, usually on Thursday evening.
5. Assist the Guest by picking up their Registration Packet. This may be done prior to their arrival and given to them when you greet them. It is best to carry this packet to their hotel/motel room so that they are not burdened with this unnecessarily. The Escort is to keep all the meal tickets for the Guest and his/her spouse. Meal tickets for the Guest and spouse are placed at their assigned seating.
6. Arrange to transport the Guest to/from any meetings and meals of the State Association. The spouse of the Escort is to escort the spouse of the Guest to the event planned for the Elk spouses, usually a tour and luncheon. All courtesies for beverage are to be supplied the guest. Escort spouse is to place the meal ticket at the assigned seating.
7. Find which side of the head table or the table the Guest and his/her spouse are seated and assist them in getting to their assigned seats when it is the appropriate time.
8. Prior to the meal, ask the Guest and spouse if they would like a beverage to take to the table with them. Deliver it to them at the table before the event is called to order. If it an especially long event, it would be polite to ask them again if a beverage is desired.
9. After the meal and event is over, usually, everyone leaves after visiting for a short time. If there is dancing or some entertainment planned, then asking the Guests if they would like a beverage, would be courteous. If they prefer to go back to the hotel/motel, do so. If you want to return to the event, then you are on your own to do as you wish.
10. Do not rush the Guests into leaving. They enjoy visiting, and when they are finished you can help them with their coats if applicable, and assist them to their transportation.
11. Arrange to take the Guest and his/her spouse to the airport, or if they are driving, ask if assistance is needed to pack the car. If flying, the Guest may request that you just drop them off at the Airport terminal. If this is requested, then do as they ask, making sure that they are taken care of in regard to their luggage.
12. The Escort should in every way treat the guest as a personal and honored friend; making every effort to put him/her at ease and ensure his/her stay is as enjoyable as possible.
13. Remember, everyone needs a time of privacy and relaxation. Afford the guest(s) this opportunity as frequently as is practical.

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14. The impression on the mind of the guest will be greatly influenced by the treatment he/she received from the Escort(s). The reputation of the NSEA will be enhanced or diminished thereby.

ENJOY YOUR ESCORT DUTIES!

1. Has the guest been informed where to go upon arrival, if he/she is traveling by auto and who will meet him/her?
2. If the guest is traveling by commercial transport, will you or has someone been designated to meet him/her at the airport or depot?
3. Have the guest's desires as to accommodations been followed? Double/double, queen, king – smoking or non-smoking?
4. Have you checked out the room? Pre-register and obtain two keys if possible. Make sure the room is satisfactory.
5. Are the guests preferred beverages, mixes, ice, flowers and/or fruit in the rooms? These are host lodge responsibilities and expenses. Contact the function coordinator if they are not available.
6. Have you provided the guest with the registration packet including schedules?
7. Make sure guest has been provided the location of hospitality rooms, meeting rooms and room numbers of other VIP's plus the escort's room number.
8. Has the spouse/companion of the guest been informed of the special events and have you arranged for her/him to be accompanied if she/he so desires.
9. Have arrangements been made to entertain the guest spouse/companion (if she/he so desires) while the guest is officially occupied?
10. Do you know the time and method of departure of the guests so that you may be of assistance, if possible?

ESCORT RESPONSIBILITIES

To: ALL ESCORTS FOR THE N.S.E.A CONVENTION

Subject: ESCORT RESPONSIBILITIES

Congratulations! You have been chosen to serve as an Escort to one of our Guests. Attached you will find a list of Guests and their assigned Escorts for the State Convention, and information about where it is held, the hotel accommodations and the date of the State Convention.

A Guest information sheet will be provided to you by the District Leader prior to the Convention and will include the arrival and departure times of our Guests. **Be sure to read all the information carefully, share it with your spouse/companion.**

Prior to Guest arrival you should coordinate with the host Lodge to see if Guests are pre-registered, that Gift Basket and their Convention Registration Packet are placed in the Guests room (ensure that tickets for all functions were contained in packet – you should retain the Guests tickets and place them on the table where the Guests are to be seated). Obtain your own Registration Packet when coordinating with the host Lodge.

If your Guest is arriving by air, obtain their arrival information and meet them at a prearranged location at the airport (luggage area, etc.). If you do not know your guest by sight, you may wish to carry a sign with their name on it. After their arrival, ask for their luggage tickets so that you can pick up their luggage for them and they will not have to bother with this task. Upon arrival at the hotel, have the Bell Man secure the luggage, (consider using valet parking), accompany them to their room after informing the Bell Captain where the luggage is to be delivered. You as the Escort are responsible for the tips to the Bell Man and/or Bell Captain.

If your Guest is arriving by automobile, be sure to meet them at the main entrance of the hotel, accompany them to the registration desk, assist them with registration for the hotel and escort them to their room.

You are expected to remain with your Guest at all times unless they are in rooms or have instructed you otherwise. You are expected to drive your Guest/s to the Lodge (or Convention Center, etc.) for all Business meetings, meals, functions, etc.

You may want to arrange with your guest to meet them in the State Hospitality Room before each function. Also enclosed, you will find a schedule of events, times, and places of each activity. **Please casually mention the proper attire for each event to them, although they have received an attire listing. Please be sure your Guests arrive on time for all events. Familiarize yourself with your Guest/s preferred beverages and obtain the beverage/s for them at all functions where beverages are available (paying for them when necessary-the Guest/s should never buy their own drink(s)).**

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For your spouse/companion: *You are expected to remain with your Guest at all times and accompany her/him during any/all Convention functions and might include the Elks Meeting if applicable, shopping trips, etc. (Here you may have to coordinate vehicle availability with your spouse or others).* Please check with your Guest the night before as to whether she wishes to have breakfast in the hotel restaurant, at the Lodge or coffee and rolls in the Hospitality Room (if available). (Note: some hotels provide a free continental buffet that may be her/his choice).

The Spouse/Companion Luncheon information is included in this packet.

Escorts:

When your Guest(s) depart the hotel, take the luggage and put it in their car or in your car for the trip to the airport. Escort your Guests to the departure area and plan to remain in the airport until their plane departs or until they have dismissed you. For those Guests driving their own car please remain with them until they have departed.

REMEMBER— you are representing the Nevada State Elks Association! Let's make sure our Guests will always fondly remember their visit to Nevada and they have been properly escorted. Please see that they are taken care of during their visit with us. We want them to realize how pleased we are that they came to our convention. THANK YOU VERY MUCH FOR YOUR COOPERATION

Signed,

District Leader: (use both DL's from the Area of Convention)

Larry L. O'Laughlin (south)

Robert Morwick (south)

James Shirkey (north)

Ted Balash (north)

This information is to be given to each escort. Of course, information regarding the location of the Convention or Mid-Term and Hotels and Spouse/Companion Luncheon, etc., will have to be included.