



NEVADA STATE ELKS ASSOCIATION

MID-TERM MEETING

REQUIREMENTS

NEVADA STATE ELKS ASSOCIATION  
MID-TERM MEETING  
KEY EVENTS

EVENT	REPORTS DUE
1. Lodge sends letter to President of Advisory Council after a vote to accept the Mid-Term Meeting and Appoints the Chairman.	March ... 19 months prior to Mid-Term Meeting
2. Lodge sends the Chairman or representative to Advisory Council Meeting with first draft for their approval.	April Convention ... 18 months prior to Mid-Term Meeting. (Friday Mtg.)
3. Advisory Council determines and State President announces location and name of host Lodge.	April Convention ... 18 months prior to Mid-Term Meeting (Saturday Business Session)
4. Lodge Chairman reports to Advisory Council with any updates, changes, etc.	November Mid-Term Meeting ... 12 months prior to Mid-term Meeting. (Friday Mtg.)
5. Approval of events, costs and budget ... Final Report	April Convention.. 6 months prior to Mid-Term Meeting (Friday Advisory Council Mtg.)
6. Pre-Registration	August. . 3 months prior to Mid-Term Meeting
7. Mid-Term Meeting	Third weekend of November
8. Final Financial Report submitted to President of the Advisory Council	Within 30 days after Mid-Term Meeting

## INVITED GUESTS – MID-TERM

### 1. Invitees:

- (1) Grand Exalted Ruler
- (1) Past Grand Exalted Ruler (Nevada Sponsor)
- (1) Special Deputy Grand Exalted Ruler
- (3) Area 7 Grand Lodge Officers or Committees
- (1) Nevada State President
- (1) Nevada State President-Elect
- (1) Nevada State Vice President

In addition to the invited guests stated above the Nevada State President may invite up to four (4) more working guests. These working guests are to be approved by the Advisory Council and will be expected to present seminars to the Nevada State Elks in attendance. Again the total number of invited guests cannot exceed nine (9).

- 2. Ground transportation furnished by State Association appointed Escorts.
- 3. Housing furnished by Host Lodge.
  - All guests are to be pre-registered and room keys picked up by escorts in advance of guest's arrival, if possible.
- 4. Registration packets are to be placed in guest's rooms before their arrival, if possible.
- 5. 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.
- 6. Welcome Baskets are furnished by Host Lodge and are to be placed in guests rooms prior to their arrival, if possible.
- 7. All tickets for all meals for invited guests will be provided by the Host Lodge.
- 8. The special brand of liquor and mixes will be placed in the Grand Exalted Ruler, the Past Grand Exalted Ruler and other invited guest's rooms as directed by the NSEA President. Their liquor preferences will also be provided in the State President's Hospitality Room

## HOTEL/MOTEL ACCOMMODATIONS – MID-TERM

1. The Host Lodge must have a Hotel, or Motel, large enough to accommodate the Mid-term Meeting, which is located convenient to the Lodge, and it must be a clean facility. This facility will be expected to provide a large Meeting Room for the Business Sessions, a State Presidents Hospitality Suite, rooms for the Luncheons and Breakfasts and, if required, dining facilities for the State Presidents Dinner on Friday evening, the State Major Project Luncheon on Saturday, and the Grand Exalted Rulers Banquet on Saturday evening.

In cooperation with the State president and the Advisory Council arrange for complimentary rooms for a total of (9) nine hosted Guests in the same facility nearest the Host Lodge, for Thursday, Friday and Saturday nights for the following:

- a. Grand Exalted Ruler – Mid-Term – Suite required and welcome basket
  - b. Past Grand Exalted Ruler (Nevada Sponsor) – Mid-Term and Convention – Suite required and welcome basket
  - c. Special Deputy Grand Exalted Ruler – room and welcome basket
  - d. Nevada State President – Executive suite, wet bar and welcome basket
  - e. Nevada State President-Elect – room and welcome basket
  - f. Nevada State Vice-President – room and welcome basket
  - g. (3) Grand Lodge Officers and/or Committeemen – room and welcome basket
2. It is understood that a Convention Center or the Host Lodge may be used for the Business Sessions and, if required, for the Meals.
  3. Reservations should be made at least eighteen months in advance of the planned Mid-Term Meeting.
  4. A total of 75 to 100 rooms should be reserved (look at past Mid-Terms to determine number.
  5. Complimentary rooms should be asked for, but are not always available.
  6. The State President will be furnished (separate from his/hers sleeping quarters) with a room equipped with a wet bar which will be used as the State Presidents Hospitality Room. This room must be properly stocked with liquor, snacks, etc., and must be checked after each time it is used and restocked at the expense of the Host Lodge. The Host Lodge will furnish Bartenders at ALL times the Hospitality Room is open.
  7. Room and telephone numbers that might be necessary to the comfort of the Invited Guests should be listed and given to them as soon as possible after their arrival.
  8. A cut off deadline for room reservations must be determined and sent with the Pre-Registration Forms to the State Secretary who will see that all Lodges receive them. A final follow up letter on this subject should be sent to each of the above at least two weeks prior to the Registration deadline date.

## MEETING ROOM REQUIREMENTS

1. Business Session - Saturday a. m. A Large room must be available to seat 125 to 140 people, with a mike on the podium at a head table seating ten (10) to twelve (12) people. There must be a table, near the head table, with a mike and chairs, for the State Secretary and the State Treasurer. There should also be a mike (with podium if available) at the front of the room, to one side, for Committee Chairmen to use for their reports.
2. A United States Flag must be available in the room for the Business Session, the Advisory Council, Past Exalted Rulers Association, State Trustees and SMP Trustees Meetings, the State Presidents Dinner on Friday evening, the State Major Project Luncheon on Saturday, and the Grand Exalted Rulers Banquet on Saturday evening.
3. Pitchers of ice water and glasses should be provided for the Head Table, Secretary/Treasurer's table at the Business Sessions.
4. State Major Project Trustees Meeting - Friday. A room must be available to seat ten (10) people on Friday morning.
5. Advisory Council Meeting - Friday. A room must be available to seat twenty-five (25) people on Friday morning.
6. State Trustees Meeting - Friday. A room must be available to seat ten (10) people on Friday morning.
7. Past Exalted Rulers Association Meeting - Friday p.m. A room must be available to seat 30-40 people for a Meeting lasting from 1:00 p.m. until 1:30 p.m. on Friday afternoon.
8. Meeting room for Leading Knights Clinic Friday afternoon. Run by the District Deputy Grand Exalted Rulers.
9. Seminar Rooms as required by the State President and District Deputy Grand Exalted Rulers.
10. All events are to be cleared through the Advisory Council and the State President as to time, place, cost, and any special features.

## MEAL REQUIREMENTS

1. Thursday Dinner (Welcome Dinner) for all members and guests
2. Friday Breakfast for all members and guests
3. Friday Luncheon for all members and guests
4. State Presidents Dinner - Friday evening. Seating for 125 people at 7:00 p.m. Determine per reservation and guest count.
5. Saturday Breakfast for all members and guests.
6. State Major Project Luncheon - Saturday. Seating for approximately 150 people at 12:00 p.m. on Saturday. Determine per reservation and guest count.
7. Grand Exalted Rulers Banquet - Saturday Evening. Seating for approximately 200 people at 7:00 p.m. Saturday evening. Determine per reservation and guest count.
8. Sunday Breakfast. 7:00 a.m. until?? .. There should be enough food to feed everyone who wishes to partake.

### SPECIAL NOTE:

All invited guests and their escorts will be served first at all meals whether the meal is served banquet style or buffet style. If people must stand in line for food, the invited guests and their escorts will be first in line and no one else will be served until they are served.

Two tables close to the head table shall be reserved for Escorts.

NOTE: WHEN THE GRAND EXALTED RULER IS SPEAKING AT THE BANQUET HAVE ALL SERVICE STOPPED. DO NOT HAVE WAITRESSES OR WAITERS, PICKING DISHES, TAKING ORDERS, etc.

## REGISTRATION

1. Registration Forms must be sent to the following as soon as approved by the State Advisory Council:  
---p---0-pThe State Secretary in a sufficient number to include all invited guests. The State Web Master (at least two clean copies) who will copy to the Home page on the NSEA Website at least ninety days, or three months, in advance of the Mid-Term meeting.
2. All Members are required to reregister. All packets for registered persons should be available at the Registration Table by no later than 5:00 p.m. on Thursday. Invited Guests packets will be placed in their respective rooms prior to their arrival, if possible.
3. Hours for Registration will be determined in advance by the Local Committee and will be confirmed with the President.
4. A program of events, locations, times and appropriate attire is to be included in each registration packet.
5. Registration fees are to be determined and approved by the Advisory Council.

PROFIT AND LOSS STATEMENT  
NEVADA STATE ELKS ASSOCIATION  
MIDTERM MEETING

HOST LODGE \_\_\_\_\_

DATE \_\_\_\_\_

INCOME

Registration - Elks Qty. \_\_\_\_\_ @ \$ \_\_\_\_\_

Spouses - Qty. \_\_\_\_\_

Meals-Totals (See attached report) \_\_\_\_\_

Advertising in Program \_\_\_\_\_

Miscellaneous (Itemize) \_\_\_\_\_

TOTAL INCOME \$ \_\_\_\_\_

EXPENSE

Meals-Totals (Submit Itemized P & L for each meal) \$ \_\_\_\_\_

Guests Registration (Complimentary)

Rooms - Qty. \_\_\_\_\_ @ \$ \_\_\_\_\_

Meals - Qty. \_\_\_\_\_ @ \$ \_\_\_\_\_

Flowers, welcome baskets, 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 \_\_\_\_\_

<u>LODGE</u>	<u>MEMBERS</u>	<u>SPOUSES</u>
Reno	_____	_____
Tonopah	_____	_____
Las Vegas	_____	_____
Ely	_____	_____
Great Basin	_____	_____
Boulder City	_____	_____
Hawthorne	_____	_____
Carson City	_____	_____
Fallon	_____	_____
North Las Vegas	_____	_____
Sparks	_____	_____
Tahoe-Douglas	_____	_____
Pahrump	_____	_____
Henderson/Green Valley	_____	_____
Mesquite	_____	_____
Laughlin	_____	_____
<b>SUB TOTAL</b>	_____	_____
Official Guest	_____	_____
Out-of-State Visitors	_____	_____
<b>TOTAL</b>	_____	_____