



# NEVADA STATE ELKS ASSOCIATION

## ANNUAL CONVENTION

## REQUIREMENTS

Revised July 22, 2015

NEVADA STATE ELKS ASSOCIATION  
ANNUAL CONVENTION  
KEY EVENTS

| EVENT  | REPORTS DUE  |
|--|--|
| 1. Lodge sends letter to the President of the Advisory Council after a vote to accept the State Convention and Appoints a Chairman | October ... 19 months prior to Mid-Term Meeting  |
| 2. Lodge sends the Chairman or Representative to Advisory Council Meeting with first draft for their approval.                     | November Midterm Mtg. ... 18 months prior to State Convention (Friday Advisory Council Meeting)  |
| 3. Advisory Council determines and State President announces location and name of Host Lodge                                       | Mid-Term Mtg. ... 18 months prior to State Convention (Saturday Business Session)                |
| 4. Lodge Chairman reports to Advisory Council with updates, changes, etc.  | April State Convention ... 12 months prior to State Convention (Friday Advisory Council Meeting) |
| 5. Approval of events, costs and budget ... Final Report.  | Mid-Term Meeting ... 6 months prior to State Convention (Friday Advisory Council Meeting.)       |
| 7. Pre-Registration  | January. 3 months prior to State Convention.   |
| 8. State Convention  | Third weekend of April, unless Easter week then it will be the fourth weekend in April           |
| 9. Final Financial Report submitted to President of Advisory Council,  | Within 30 days after State Convention  |

## INVITED GUESTS

### 1. Invitees:

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

All Hosted Guests are to be invited by the State President with the approval of the Advisory Council; however, the total number of Hosted 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 guests arrival, if possible.
- 4. Registration packets are to be placed in guests 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.
- 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 room/suite of 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
- 9. All others are to be paid for by their home Lodge or themselves.

## HOTEL/MOTEL ACCOMMODATIONS – STATE CONVENTION

1. The Host Lodge must have a Hotel, or Motel, large enough to accommodate the State Convention, 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. Past Grand Exalted Ruler (Nevada Sponsor) – Mid-Term and Convention – Suite required and welcome basket
  - b. Special Deputy Grand Exalted Ruler – room and welcome basket
  - c. Nevada State President – Executive suite, wet bar and welcome basket
  - d. Nevada State President-Elect – room and welcome basket
  - e. Nevada State Vice-President – room and welcome basket
  - f. Arizona State President – room and welcome basket
  - g. California-Hawaii State Vice-President – room and welcome basket
  - h. Utah President-Elect – room and welcome basket
  - i. (1 or 2) Out of State Ritual Judges – 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 State Convention.
  4. A total of 100 to 120 rooms should be reserved (Look at past State Conventions to determine number). Make sure that the rooms for the Invited Guests are reserved.
  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.

## 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 and Past Exalted Rulers Meetings, the State Presidents Dinner on Friday evening, the State Major Project Luncheon on Saturday, and the Installation and Awards 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. Ritual Rooms.... There must be two suitable rooms available on Wednesday evening and Thursday for ritual competition, and a different room (if possible) for the final competition on Friday morning.
5. Past Exalted Rulers Association Meeting – Friday p.m. A room must be available to seat thirty to forty (30-40) people for a Meeting lasting from 1:00 p.m. until 1:30 p.m. on Friday afternoon.
6. Advisory Council Meeting – Friday. A room must be available to seat twenty-five (25) people on Friday afternoon.
7. State Major Project Trustees Meeting - Friday. A room must be available to seat ten (10) people on Friday afternoon.
8. State Trustees Meeting - Friday. A room must be available to seat ten (10) people on Friday afternoon.
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 Luncheon - Arrangements must be made to furnish lunch for any invited guests who are present.
2. Thursday Dinner must be made available for 150 to 200 people. Determined per reservations and guest count.
3. Friday Breakfast for all members and guests
4. Friday Luncheon for all members and guests
5. State Presidents Dinner - Friday evening. Seating for 200 people at 7:00 p.m. Adequate public address system must be provided. This is awards night, except Ritual Awards. Tables shall be reserved for escorts close to Head table. Determined per reservations and guest count.
6. Saturday Breakfast for all members and guests
7. State Major Project Luncheon - Saturday. Seating for approximately 200 people at 12:00 noon. Tables shall be reserved for escorts close to Head table. Determined per reservations and guest count.
8. Installation and Awards Banquet - Saturday Evening. Seating for approximately 250 people at 7:00 p.m. Two tables shall be reserved for escorts close to Head table. Determined per reservations and guest count.
9. 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.

## REGISTRATION

10. Registration Forms must be sent to the following as soon as approved by the State Advisory Council:

The 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 State Convention.

1. All Members are required to register. 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.
2. Hours for Registration will be determined in advance by the Local Committee and will be confirmed with the President.
3. All Ritual participants and spectators must be registered prior to the Ritual Contest.
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.
6. All competing ritual team members must be registered prior to competition.

## RITUAL REQUIREMENTS

1. Two rooms are required for the district contests on Thursday. These rooms must be adequate in size, have the required Officers stations and proper paraphernalia, including gavels and flags. These same rooms should be available Wednesday evening for ritual practice.
2. Two ready rooms are necessary for the use of the Ritual Contestants prior to the contests. These rooms must have pitchers of ice water, drinking glasses and lemon wedges, available. Two rooms are necessary on Thursday and one on Friday.
3. Friday's final ritual contests are to be in a different room from the rooms used during Thursday's contests. If this is not available one of the rooms used during Thursday's contests will be rearranged for Friday's contests. The Host Lodge will check with the State Ritual Chairman for his approval on all rooms and arrangements.
4. A room must be provided for the use of the calculators on Thursday and Friday.
5. A table must be provided with a microphone for Saturday night's banquet, to hold the trophies for the ritual winners.
6. Ritual rooms are to be ready before 6 p.m. the day before the contests, to allow the participating teams to practice. Practice times will be scheduled by the Ritual Chairman. The Host Lodge will make sure that the rooms are ready for practice at the scheduled times.



## MEMORIAL SERVICE

1. A memorial service, to honor our Departed Member, will be scheduled Saturday afternoon. A local church or other appropriate location will be obtained, as near to the Host Lodge as possible. The Memorial Service may be held at the Lodge if there is an adequate room.
2. Candelabra will be available for a P.E.R. from each Lodge to light one candle. The Memorial Service will be coordinated with the President of the State P.E.R. Association.
3. At least one practice session will be scheduled; in order to acquaint the participants in the ceremony; with his role in the ceremony.
4. Printed programs will be furnished by the Host Lodge.
5. A sufficient number of ushers should be available to distribute the programs and seat the people.
6. All Elks and their spouses are requested to attend this ceremony.
7. Robes must be made available to the lodge representative. The robes are to be given to the next scheduled host lodge at the end of the State Convention.

PROFIT AND LOSS STATEMENT  
NEVADA STATE ELKS ASSOCIATION  
STATE CONVENTION

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               | _____          | _____          |
| <br>                   |                |                |
| <b>SUB TOTAL</b>       | _____          | _____          |
| <br>                   |                |                |
| Official Guest         | _____          | _____          |
| Out-of-State Visitors  | _____          | _____          |
| <br>                   |                |                |
| <b>TOTAL</b>           | _____          | _____          |