



Knights of Columbus - Chevaliers de Colomb

SASKATCHEWAN STATE COUNCIL- CONSEIL D' ETAT

Application to Host State Golf Tournament

Prefer to hold event in early June. Applications will be adjudicated November 30th, 18 months prior to event

Date of Application _____ Proposed Date of Event _____ 20 ____.

Request by Council # _____ Name _____ District # _____.

Address _____ City _____, Sask.

Postal Code _____.

Grand Knight _____.

Address _____ City _____, Sask.

Postal Code _____ Telephone _____ Fax _____.

Email _____.

Pertinent Information (Anniversary, Special Event etc.)

Supported by District Deputy # _____ Name _____.

Address _____ City _____, Sask.

Postal Code _____ Telephone _____ Fax _____.

Signed: _____
Grand Knight **District Deputy**

For State Use.

Approved on the _____ day of _____ 20 ____.

_____ State Deputy

State Golf Tournament **Function Requirements:**

- Date** - to be held in early to mid June annually
- Day** - Must be on a Friday, Saturday and Sunday
- Protocol** - Contact the State Protocol Director for direction with respect to Mass and banquet assignments and seating.
- Reserved seating must be arranged for the State Board Officers and their spouses.
- Mass** - Mass to be held - Contact the State Chaplain to officiate if available and the State Church Director to assign ministries.
- Facilities** - Hall sufficient for approximately 200 guests, Golf facilities for 7 flights of golfers
- Competition** - The tournament is to consist of a men's and a ladies' competition. Contact the State Council Activity Director for number of events and any other information.
- Banquet** - Catering facilities to provide dinner and lunches and a fully stocked refreshment bar.
- Social** - Friday night - social with lunch - light entertainment
- Speakers** - State Deputy or his designate must be invited to speak and to make presentations to winners of events.
- Committee/Chairman handles draw/flights/timing and Master of Ceremonies.
- Attendance** - State Board Members and their wives and registered golfers and guests
- Rooms** - Local hotels and/or billeting - must have sufficient accommodation for attendees and be booked for our exclusive use to permit those attending to pre book at the time of their pre-registration.
- Budget** - The committee must present **a balanced budget, a program, and potential dates**, to the State Board in time for their consideration of all applications and to provide **final approval 90 days prior to the event.**
- Trophies** - Committee responsible for keeper trophies or prizes for all events. Contact the State Administrative Secretary for the State Plaques.
Host to advise winners to State Office and pay for cost of engraving.
- Advertising** - The committee is to prepare copy ready material in the form of a brochure or folder for distribution by the State Office in their regular mail out in time for councils to make proper decisions and pre-register for the event. In the event a regular mail out from the state office is not suitable - address labels will be made available to the committee to facilitate their direct mailing to councils, etc. This can only be sent to councils after proper board approval of the date, facilities, budget and program has been completed and the host council formally notified.
- Public Relations**
- Event results and photos of winners to be submitted to the State Public Relations Chairman and winners list to the State Administrative Secretary as soon as possible after the event.
- Options** - Dates should be selected not later than approximately February 24th annually.
- Primarily a State Event but can also support local presentations and events such as Council Anniversaries, Special Member Awards, but these should be in conjunction with a formal dinner or banquet.