



APPLICATION to HOST Annual State Convention

** Review both pages before completing and submitting application.

Applications will be adjudicated 3+ years prior to the event. **

Date of Application: _____
 Proposed date of Event: _____
 Requested by Council #: _____ District #: _____
 Council Name: _____ Contact Name: _____
 Address: _____ City (Sask): _____

Grand Knight: _____
 G.K. Address: _____ City (Sask): _____
 Postal Code: _____
 Telephone # _____ Email: _____
 Fax# _____

Pertinent Information (Anniversary, Special Event, etc...): _____

Have the facilities been tentatively booked? (Y or N) _____
 Have adequate hotel rooms been tentatively booked? _____
 What room rate has been established? (\$/night) _____

Supported by District Deputy#: _____ Name: _____
 Address: _____ City (Sask): _____
 Postal Code: _____
 Telephone#: _____ Email: _____

Signed: _____ Signed: _____
 Grand Knight District Deputy

Below for State Use Only
Received:
Application Approved on (date):
Council notified on (date):



FUNCTION REQUIREMENTS: STATE MID-TERM MEETING

Event Date:	Event is preferred to be in Early December (1 st weekend) or late November. State needs to approve date, so facilities and hotels should be tentatively booked during application process.
Event overview	Friday evening – Registration period, light supper, Social event Saturday- breakfast (hotel?), meetings, luncheon, ladies’ program, mass ~5pm, banquet and entertainment/social evening Sunday- meeting, farewell lunch
Ladies Program:	Host Committee must provide a program for the ladies on Saturday, and include details in your application (and on registration form). Do NOT over schedule, leave some “time off” for some relaxation. **A “Children’s Program” can be considered as well; same plan if available.
Protocols:	Contact Faith Director, State Protocol Director and/or State Council Activities Director for information & directions in respect to Mass, banquet assignments and seating arrangement.
Mass:	Preferred time for mass is 5PM, Saturday. Host Council to contact State Faith Director to arrange ministries. Contact State Chaplain to discuss officiating mass options.
Attendees:	State Board members, District Deputies, Selected Program Directors, Insurance Agency, Sask Charitable Foundation CEO, a couple Special Guests and wives/families.
	Host Council / District members are encouraged to attend the social and to use this opportunity to get to know the State Representatives.
Hotel & Accommodations:	Local hotels ~55 rooms needed for accommodations, Friday evening to Sunday (~2pm). Must have sufficient accommodations for attendees and blocked for our exclusive use to permit those attending to pre-book at the time of their pre-registrations.
Facilities:	Adequate facilities for: registration and social Friday night, meetings & lunches during the 2 days, ladies’ program, Mass, Banquet, etc... **Facilities are required to be Handicap-accessible and non-smoking.
Banquet:	Catering facilities to provide dinner and refreshment bar. Entertainment to be supplied. Selection to be made by host committee, but should be KofC appropriate!
Speakers:	At Saturday evening banquet, the State Deputy or his designate must be invited to speak. Host committee handles MC duties at social and banquet.
Budget:	The Host Committee must present a balanced budget, a program schedule and potential dates to the State Board in time for their consideration of all applications. **Upon Approval, a final budget & Registration Form must be submitted to the State Board for approval at least 90 days BEFORE the event, prior to distribution.
Fees:	Registration fee to include all costs, including: Friday social, Saturday breakfast (if not provided by hotel), lunches and banquet, Sunday breakfast (s.a.b.) and fair-well luncheon for all. Men’s and Ladies each separate.
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 outs in time for Board Members to make proper decisions and pre-register for the event. This can only be sent to them after proper board approval of the dates, facilities, budget and programs has been completed and the host committee formally notified.
Public Relations:	Photos of event highlights to be submitted to the State Public Relations & Communications Chairman.