



Knights of Columbus - Chevaliers de Colomb

SASKATCHEWAN STATE COUNCIL- CONSEIL D' ETAT

Application to Host State Organizational Meeting

Event to be held in early July. Applications will be adjudicated December 31st, 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 Organizational Meeting

Function Requirements:

All facilities are required to be handicapped accessible and non-smoking.

- Date** - Date to be held in early July annually- State to approve dates. Do not book facilities prior to confirming dates.
- Day** - Friday Evening Social - Saturday meetings to start around 8:30, Mass and a Banquet with a social evening and Sunday meetings followed by farewell lunch.
- Protocol** - Contact the State Warden and State Protocol Chairman for direction with respect to Mass and Banquet assignments and seating arrangements.
- Mass** - To be held on Saturday evening - Contact the State Chaplain to officiate if available. If it is not a regularly scheduled Mass the State Church Director will assign Ministries.
- Meeting Room** - Room for 75 State Board, Program Directors, District Deputies, to be available on Saturday Morning and Sunday until approximately 2:00 PM
- Meals** - Registration fee to include Friday Social, Saturday Breakfast, lunch and banquet, Sunday - breakfast and farewell lunch for both men and ladies. Children's program to be considered.
- Banquet** - Catering facilities to provide dinner and refreshment bar. Entertainment to be supplied. Selection by Host committee but should be appropriate.
- Registration** - To take place Friday evening. Saturday morning registration if necessary
- Ladies Program**- Host Committee must provide a program for the ladies on Saturday and include details in your application. Do not over schedule. Leave "off time" for some relaxation.
- Speakers** - At Saturday evening Banquet the State Deputy or his designate must be invited to speak. Committee handles MC duties at social and banquet.
- Attendance** - State Board Members, District Deputies, Program Directors, and their wives and families. **Host Council/District members are encouraged to attend the social and banquet evenings. Urge them to use this opportunity to get to know the State Representatives.**
- Accommodations**
- Local hotels and/or billeting. Must have sufficient accommodation for attendees and be blocked 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 schedule, 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.**
- 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 program has been completed and the host council formally notified.
- Public Relations**
- Photos of event highlights to be submitted to the State Public Relations Chairman.
- Options** - Primarily a State Event but can also support local presentation and events such as Council Anniversaries, Special Member Awards, etc.