



# PROVINCIAL CONFERENCE BID PACKAGE

## **CONFERENCE INFORMATION**

If members of a Lodge, under the jurisdiction of the Alberta Elks Association, wish to host a Provincial Conference the first thing that should be done is to pass a motion in Lodge to bid for a Conference.

Bids to host a Conference must be submitted two years prior to the Conference dates in plenty of time to make a proper presentation at the next Conference. The intention of the Lodge to bid should be mailed to the Provincial Secretary-Treasurer together with a copy of the motion to host the Conference and all relevant information so that the Provincial Executive will have the opportunity to peruse the information. The Executive may have questions that would assist you in your presentation of information at the Conference. A Conference Committee should be formed as soon as the decision to bid has been made. The best way to do this is for the Exalted Ruler to appoint a Chair, who will in turn, appoint a Committee who are in his opinion the best Members for each position.

The Chair and Vice Chair have the responsibility of preparing the bid to present to the delegates assembled at the next conference.

The committee should be composed of an Elks Chair, Vice-Chair, Treasurer, Reservations Chair, Registration Chair, Patrol Team Venue Chair, Courtesy Shuttle Chair, Facilities Chair, and if a golf tournament is planned, a Golf Tournament Chair.

### **Accommodation:**

1. Sufficient hotel rooms and RV parking for 150 - 200 delegates.
2. 50-60 hotel rooms each for the Executive of both Associations and Foundation. These are to be pre-arranged by the Association and Foundation Secretary-Treasurers.
3. Sixteen rooms for the District Deputy Elects as well as the Facilitators.

### **Meeting/Social Facilities:**

4. One meeting room – Seat capacity of 110-200 seated at tables with centre open to set up lodge floors (18 feet wide x 20 feet long). Head table should be at least 24 feet long (seating for 8-10).
5. Large enough to hold an opening as well as the Alberta Elks Foundation Meeting on the Thursday night.

6. Must include a PA system that is good quality sound throughout the facility with two mikes at the head table and mikes at each of the Vice-President's stations and if possible one at the Altar, and two provided within the assembly for the use of the delegates.
7. Water for the delegates, tables and podium to be supplied. Coffee and snacks available to delegates at the breaks (there may be a fee applied for any coffee, donuts, muffins etc. at the discretion of the host Lodge).
8. Elks Host Lodge is responsible for providing the music during sessions.
9. A meeting room for Association Pre- and Post-Conference Meetings seating for 40 people. This room needs to be available Wednesday night for the Foundation Pre-Conference meeting (15 people). A room to be provided for the Foundation Post-Conference meeting (15 people).
10. Meeting room available for District Deputy training (25 people conference style). Room must be available Wednesday night and Thursday all day.
11. Facility for Patrol Team Competition. Floor must be 48 feet x 60 feet.
  - a. A hospitality room and refreshments for the Members of the Patrol Teams.
  - b. Also needed; 4 traffic cones, piano, good quality sound system, 2 tables and chairs for patrol statistician and secretaries, seating for 150-200 people.
  - c. Sufficient chairs provided for the seating of the Officers prior to installing the Officers.
6. Lockable area for use as Regalia room.
7. One room to hold silent auction items (may be combined with Regalia room if space permits).
8. Facility to host President's Supper on Saturday. Seating cap of 200 - 300. A head table is needed that is capable of seating up to eight dignitaries. If possible a Piper/Music should be found. Important local dignitaries should be invited to attend. At this time, the Alberta Elks Foundation awards the \$500.00 to the local charity that the host Lodge has chosen. Supper to be served at 7:00 PM with cocktails prior. Alberta Elks Foundation Raffle Draw to be conducted during the festivities following the supper.

9. Location for the Past President's supper (25 - 30 people) on Friday. Cost of the supper will be paid for by the Past Presidents. They will also have a meeting at this time and may require the room for up to three (3) hours.
10. Host Lodge must make sure that there is sufficient liability insurance with all rented facilities.
11. Office room close to Conference room for the Secretaries which will include a desk or table.
12. Room for President's Elect social. This may be the same facility as the Friday night social.
13. Site inspection to be performed by the Association President and Secretaries prior to Conference to confirm facilities.
14. The Elks have a specific floor plan as to how the Conference meeting room is set up. Have the plans sent to you by the current Secretary of each Executive as this may change slightly from year to year.

**Date of Conference:**

Conference will be held Thursday through Sunday of the first full week in June (unless approval of date change given by Executive) with Executive meetings on the Sunday.

**Association Executive:**

The Alberta Elks Association pay all the expenses of their Executive and their Committee Chairs, the hotel rooms of the Grand Exalted Ruler, and the Grand Leading Knight. For further detail review Regulation R6.

**Registration & Conference Info:**

1. Early Registration: A committee of Host Lodge Members to pre-book hotels, motels, and RV parking. This information is to be sent out with registration packages to the Lodges by mid-February.
2. Registration for the Executive of the Elks, Committee Members and guests will be managed by the Association Secretaries.
3. Registration desk to be at a central location. Registration to be available Wednesday night (5:00pm – 9:00pm), Thursday (7:30am – 7:00pm) and Friday morning (7:30 – 12:00 noon).
4. Name tags to identify delegates.

5. Early bird registration is recommended. Set date and let all Lodges know the deadline. Information packages sent out to all early registered delegates with regards to hotel, RV parking and Registration desk locations through the Associations Office.

6. Registration fee will conform to Regulation 5.3:

The Conference fee will be set at the mid-term Executive meeting immediately prior to the Conference. This fee will be set in consultation with the site Selection Committee.

7. Conference report books will be provided to the Host Committee by the Association and Foundation Secretary/Treasurer. Reports will be handed out with the registration packages.

8. One of the Credential Committee Members will also be working with the Provincial Credential Committee.

9. Information packages can be forwarded to Association Offices for mail-outs. Arrangements are to be negotiated with the Provincial Secretary.

### **Golf:**

Arrange for tee times on the morning of the Thursday before the Conference. The Committee may try to arrange early tee times or even Wednesday tee times for any of the Executive that wish to Golf.

### **Transportation:**

It is recommended that there be courtesy shuttles running from the hotels and campgrounds to the Conference and social facilities.

### **Patrol Competition:**

The Patrol Competition will be held at 1:00pm on the Saturday of the Conference. If there are more than five (5) teams some may compete on the Friday evening. The Provincial Patrol Chair will discuss the need with the host Lodge when it is known how many teams will be competing. Facilities for the Patrol Competition are listed above.

## Entertainment:

1. Thursday – Get Acquainted Social
2. Spousal tour - optional
3. Friday evening – Dance and Social
4. Saturday – President’s Ball following President’s supper

## Conference Book

The Conference Book is a good source of revenue, when considering the costs and potential profit. A Conference book should be produced and given to all delegates upon registration. Remember there are many unpaid pages, including space for messages from the following people;

1. Half page each    Elks President  
                            Grand Exalted Ruler  
                            Premier (If Available)  
                            Mayor  
                            Conference Chair  
                            MP (If Available)  
                            MLA (If Available)  
                            Elks District Deputy  
                            Host Lodge Exalted Ruler

Thank-you to companies who make contributions to assist with the cost of the Conference.

- Two (2) to Three (3) pages Provincial Officers, Committee Members, and Foundation Trustees, and Committee Members.
- One (1) page                      Elks Past Presidents
- One (1) page                      Program of Events (one page for each order)

The remainder of the pages in the Conference book are paid for by Businesses, Lodges, and individuals. Most Lodges sell full page, half page, and quarter page ads. Ad prices are set by the Host Lodge. Most Host Lodges give the Elks and Royal Purple Fund for Children a full page ad at no cost and two pages to the Alberta Elks Foundation.

Remember that the advertisements and the messages from Lodges are a very good source of conference income. A strong sales Committee within the Conference Book Committee can do well if they sell the local businesses an ad in the book.

Do not neglect to request messages from the Districts by sending a request for these well in advance to the Spring District Meetings. Invitations to supply a message for the Conference booklet should be mailed to the dignitaries chosen about three months prior to the conference.

Requests to the Lodges should be included in each mailing with the price schedule included in the mid-mailing and if deemed advisable in the last mailing also.

### **Conference Kits:**

All delegates attending the Provincial Conference are given a kit that may contain; pens, pencils, key fobs, pins or promotional material from the local businesses. Have a Committee formed to gather the material from local businesses and government agencies and put together the kits. The Committee should start collecting items well in advance the conference (1 year).

The kit shall also contain the Conference book and a proceedings book (supplied by the Provincial Sec/Treasurer and the Foundation Sec/Treasurer).

### **Publicity:**

Publicity starts the day your Lodge decides to host a Provincial Conference. You must get a Committee together to promote the Lodge's bid at the Conference at which the vote is being made for the year the Lodge bids for. Once the bid has been accepted, publicity becomes essential to ensure a success. Publicity needs a strong Committee that will get the information out on a regular basis to the Lodges, District Deputies and Provincial Executive. Publicity within your home Lodge and Community is important to ensure that you get local participation.

### **Bid Preparation:**

The bid should have the following information for the Delegates consideration;

1. Number of Members in the Lodge
2. Geographical location of the Lodge
3. Availability of hotel/motel accommodations
4. Tourist brochures and RV parking information
5. Size and description of Conference room
6. Availability of committee meeting rooms
7. Number and cost of Hotel/motel rooms
8. Availability of regalia sales room
9. Banquet facilities
10. Plans and venue for Golf tournament
11. Plans for entertainment for visiting spouses.
12. Any other information regarding tourist facilities that may make the bid seem more attractive.

When your bid to host the Conference is approved by the Conference, or by the Executive, the Conference Committee should start formulating detailed plans.

Each Chair should appoint their Sub-committee who would work with them on their particular part of the Conference. This system will ensure that the Sub-Committee Members will be people who will work compatibly with the Chair.

It is not advisable to have large cumbersome Committees but enough to do the work efficiently.

### **Conference Management:**

The Conference Committee made up by the Committee Chair should do the following as soon as possible:

1. Draw up a preliminary budget made up from the information that is currently available
2. Select a hotel/motel to be headquarters. Make sure that all the facilities that are needed for meetings, socials, patrol competition, regalia room, silent auction rooms and any other rooms that may be or are needed are booked and confirmed.
3. The budget should be given careful consideration and updated as necessary.
4. There should be at least three (3) information mail outs. The Provincial Secretary will assist by mailing the information sheets with the regular mailers that they send out. This will reach all Lodges, District Deputies, Provincial Executive and all committee members. Consult the Provincial Secretary as to the schedule of sending out mailers.
5. The Alberta Elks Foundation makes a \$500.00 grant available each year to the host Lodge to give to a charity of their choice. It is important to have a representative present at the President's Ball to receive these funds.
6. Important local dignitaries should be invited to the opening ceremonies as well as the President's Ball. They should be allowed an opportunity to address the assembly with a short welcome speech. The District Deputies, Exalted Ruler, and Conference Chairs will also be expected to have short welcome greetings.
7. There should be a letter go out to all Lodges in the Alberta Elks Association at least twice (2). It should include the following information:
  - a. Date and location of the Conference
  - b. Names and phone numbers of local hotels/motel, and campgrounds as well as the rates.



- c. Conference registration fees
- d. Golf tournament time, location and cost
- e. Price for extra Presidents Ball Tickets
- f. Friday night Social pricing if not included with registration, or cost of extra tickets.
- g. Registration forms.
- h. Conference book advertising forms, pricing and deadline

**REMEMBER:** The Provincial Secretary Treasurer is always ready to assist you with any information or advice that you may need. Please keep in touch.

### Conference Attendance

Year	Location	Attendance	President's Banquet
2006	Sherwood Park	124	240
2007	Olds	109	200
2008	High Prairie	127	250
2009	Wainwright	101	200
2010			
2011	Drayton Valley		
2012			
2013	Edmonton		
2014			
2015	Medicine Hat	130	170
2016	Hanna	148	
2017	Fort Saskatchewan		

The attendance at Provincial Conference can vary greatly from year to year. Cost of accommodations and location within the province has a significant effect on the attendance.

## Sample Conference Schedule

<b>Wednesday</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
6:30 pm	Foundation Pre-Conference Meeting	
2:00 – 5:30 pm	Registration	
7:00 – 9:30 pm	District Deputy Elect Training	
<b>Thursday</b>		
7:30 – 8:30 am	D.D. Elect Training Continues D.D. Elect Meet with Prov. Officers	
10:00 am	Golf	
8:00 – 3:30 pm	Elks Executive Pre-Conference Meeting	
10:00 am–3:00 pm	Regalia Room Open	
2:00 - 6:00 pm	Registration	
6:00 - 7:00 pm	Official Opening Elks Conference Presentation of Colors	
7:00 - 9:00 pm	Foundation Annual General Meeting	
9:00 pm-12:00 am	Get Acquainted Social	
<b>Friday</b>		
7:00 am	Registration	
8:00 am	Opening Sessions	
8:30 -10:00 am	Officers' Reports	
10:00 - 3:00 pm	Regalia Room Open	
10:00 -10:15 am	Coffee	
10:15 -12 noon	Conference Continues	
12 noon – 1:00 pm	Lunch	
1:00 – 3:00 pm	Elections: Association Officers Foundation Trustees	
3:00 – 3:15 pm	Coffee	
3:15 – 5:00 pm	Presentation of Awards	
5:00 pm	Conference Recess	
5:30 pm	Incoming President's Social Delegates Social Evening Past Presidents' Meeting	

<b>Saturday</b>		
7:00 – 9:00 am	Registration	
7:00 – 3:00 pm	Regalia Room Open	
8:00 – 10:00am	Conference Sessions Budget	
10:00 – 10:15 am	Coffee	
10:15 – 12 noon	Conference Sessions	
12 noon – 1:00 pm	Lunch	
1:00 pm	Patrol Competition	
3:00 pm	Installation of Officers	
6:00 pm – 12:00am	President’s Supper and Dance	
<b>Sunday</b>		
8:00 – 11:00 am	Farewell Breakfast (Optional) Post-Conference - Foundation	
8:30 – 10:30 am	Post-Conference – Association Executive	

The times scheduled above are only a general guide line and will change year to year depending on the Executive. This is where an open line of communication between the Host Lodge and the Provincial Executive, particularly the Secretary, becomes extremely important.

**Application to Bid on Alberta Elks and  
Royal Purple Elks Provincial Conference**

**Elks & Royal Purple Elks Lodges Name and Number:**

\_\_\_\_\_

**Elks District Number:** \_\_\_\_\_ **Royal Purple Elks District Number:** \_\_\_\_\_

**Accommodations:**

Number of Hotel/Motel rooms:

\_\_\_\_\_

Camping Facilities & Number of Sites:

\_\_\_\_\_

**Facilities:** (occupancy capacity)

Conference Meeting Facilities:

Elks: \_\_\_\_\_

Social Facilities:

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday (Presidents Ball): \_\_\_\_\_

Executive Meeting:

Pre/Post Conference:

Elks: \_\_\_\_\_

Patrol Team Competition and Installation of Officers  
(Type of facility):

\_\_\_\_\_

**Other Facilities:**

\_\_\_\_\_

\_\_\_\_\_

**Elks Chair** \_\_\_\_\_

**Royal Purple Elks Chair** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

*(This page to be returned to the Alberta Elks Association Office)*