



ALBERTA ELKS ASSOCIATION

LODGE BID TO HOST THE MID-TERM EXECUTIVE MEETING

Requirements to Host the Association Mid-term Meeting

- The meetings are suggested to take place the 3rd Saturday in January, with arrival on Friday afternoon.
- District Deputy training (if occurring) will begin on Friday evening and continue on Saturday

ACCOMMODIATIONS

- Require at least 40 rooms for Friday and Saturday evenings (if District Deputies are included)
- The Host Lodge should recommend the best hotels to use
- The Association's Secretary will book all rooms on behalf of the Association

MEETING ROOMS

District Deputy Training

- one room to accommodate 20 people
- set in board room style
- room to include a flip chart and/or screen
- required for Friday evening and Saturday

Association Executive

- one room to seat 10 to 20 persons
- set board room style; chairs can be placed on both sides of the tables
- required on both Friday afternoon and evening for possible committee and Foundation trustee meetings
- room required all day Saturday for Association Executive and joint meeting with District Deputies.

Additional Requirements

- water available during all meetings
 - coffee available all-day Saturday in all meeting rooms.
 - snacks available at the discretion of the host Lodge, this is negotiable
 - noon lunch at the option of the host lodge (suggest soup and sandwich; prices to be negotiated)
 - Supper and any social activity on Saturday evening at the option of Host Lodge
- All bids to host a mid-term meeting of the Association Executive must be submitted to the previous Annual Conference for review by the Executive.

Confirmation of the location will be decided at the Post-Conference Executive Meeting