



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 the Lodge to bid for a Conference.

Application Date:

Bids to host a Conference should be submitted, if possible, **two years** prior to the Conference dates. This will allow for adequate time to make a proper presentation at the next Conference. Where there are more than one bid for Conference, the bid award is done by a vote of the delegates.

Bid Process:

1. Intent 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 including the Bid Conference form contained in this document.
2. The Executive will review the Bid and may request further information prior to recommending that the Bid be accepted.
3. At Conference, Lodges who have submitted a Bid may make a brief presentation prior to the members voting on the location. *The Chair and Vice Chair have the responsibility of preparing the bid to present to the delegates assembled at the next conference.* Where there is more than one Bid, the membership will vote on the location; if there is a single Bid, the Motion to accept the Bid will be voted on.
4. Once the Lodge Bid has been accepted, a Conference Committee should be formed as soon as possible.
 - The best way to do this is for the Exalted Ruler to appoint a Chair, who will in turn, appoint Committees with the best Members for each position.
 - The Conference Executive Committee should be composed of a Chair, Vice-Chair, Treasurer, Reservations Chair, Registration Chair, Courtesy Shuttle Chair, Facilities Chair, Publicity (Conference Book) Chair and if a golf tournament is planned, a Golf Tournament Chair at a minimum.

Conference Dates:

Conference is held Thursday through Saturday of the first full week in June (unless approval of date change given by Executive)

- Generally, Conference Opening is on Thursday Evening, followed by a “meet and Greet Social. Conference/Foundation sessions are all day Friday and Saturday.
- Prior to Conference, the Association Executive, Foundation and District Deputies hold meetings. As the Conference Schedule is not finalized until a couple of months prior to Conference, meeting rooms should be reserved to ensure availability should they be required.
- After the Conference, (generally Sunday morning) the Executive and Foundation each hold post-conference meetings.

Conference General Agenda:

Thursday Prior to Conference:

- The Association Executive and Foundation hold “pre-conference” meetings
- District Deputy Training may be held before Conference Opening
- Potentially “trips” or events for guests and/or Golf Tournament

Thursday Evening: Conference Opening followed by a “Meet and Greet” social event.

Friday all day: Conference Sessions

Friday evening: President-Elect Social
Past President’s Supper and Meeting
Social Event

Saturday Morning: Conference Sessions adjourning about noon

Saturday afternoon: Installation of Officers and District Deputies is

Saturday evening: President’s Supper with entertainment

Sunday Morning: Post Conference Meetings for the Association and Foundation

Hotel Accommodation:

1. Sufficient hotel rooms and RV parking for approximately 100 delegates.
2. 50-60 hotel rooms each for the Executive of both Associations and Foundation. *These will be pre-arranged by the Association and Foundation Secretary-Treasurers.*

Meeting/Social Facilities:

1. **One Conference Meeting room** – Seat capacity of **100** seated at tables with centre open to set up lodge floors (18 feet wide x 20 feet long). A Raised Head table should be at least 24 feet long (seating for 8-10).
 - Large enough to hold an opening as well as the Alberta Elks Foundation Meeting on the Thursday night.
 - 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.
 - Water for the delegates, tables and podium to be supplied.
 - Location for 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).
2. **One meeting room for Association** Pre- and Post-Conference Meetings with seating for 15 people.
 - This room should be reserved for the night before Conference Opening, the day of Conference Opening and the morning after Conference
3. **One meeting room for the Foundation** meetings (10 people).
 - This room should be reserved for the night before Conference Opening, the day of Conference Opening and the morning after Conference

4. **One meeting room for District Deputy training** (15 people conference style). Room should be reserved for the full of the Conference Opening.
5. One room to hold silent auction items (*if being held*).
6. **President's Supper:**
 - A facility suitable for hosting the President's Supper (Saturday) with seating capacity of 150 - 200.
 - 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 \$750.00 to a local charity chosen by the host Lodge so a representative of that charity should be present.
 - Generally, Cocktails are served at 5:30 with Supper to be served at 7:00 PM. Generally, a dance follows dinner and speeches.
7. **Room for the Past President's supper** (10 – 15 people) on Friday evening. 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.
8. **Room for President's Elect social:** This may be the same facility as the Friday night social as the President-Elect's social is generally a "cocktail party" prior to Friday's supper.

NOTES:

- Site inspection is performed by the Association President and Secretary prior to Conference to confirm adequacy of the facilities.
- The Elks have a specific floor plan as to how the Conference meeting room is set up. Request the plans from the current Secretary of each Executive as this may change slightly from year to year.
- Host Lodge must make sure that there is sufficient liability insurance with all rented facilities.

Association Executive:

The Alberta Elks Association will arrange for payment of all the expenses of their Executive, their Committee Chairs, the hotel rooms for the Grand Exalted Ruler and the Grand Leading Knight. *For further detail review Regulation R6* and co-ordinate with the Association Secretary.

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-January.
2. Registration for the Executive of the Elks, Committee Members and guests will be managed by the Association / Foundation Secretaries.
3. Registration desk to be at a central location. Registration to be available Thursday (7:30 am – 7:00 pm) and Friday morning (7:30 – 12:00 noon).

4. Name tags including Delegate Name (large print) and Lodge name.
5. Early Bird registration is recommended. When establishing the registration fee you will recommend to the Association Executive, ensure that the rate reflects costs at the Early Bird Rate, and the regular Registration Fee is an amount above the Early Bird rate. The Early Bird rate is to encourage registration of delegates, providing the Host Lodge with important guidance as to anticipated attendance. Set a deadline date and let all Lodges know the deadline to qualify for Early Bird rate. Information packages are sent out to all early registered delegates with regards to hotel, RV parking and Registration desk locations through the Association Office.
6. Registration fee will be set by the Executive in consultation with the Host Lodge. Therefore, the Host Lodge should submit their recommendation to the Association Secretary by January 15th.
7. Conference report books (Proceedings Book) will be provided to the Host Committee by the Association and Foundation Secretary/Treasurer. Reports will be handed out with the registration packages.
8. The Host Lodge is responsible for providing Credential Reports during the sessions. Credential Committee will work with the Secretaries of the Association and Foundation. Credential Reports must be given to the Association Secretary at the conference or sent immediately following the Conference.
9. Information packages can be forwarded to Association Offices for mail-outs. Arrangements are to be negotiated with the Provincial Secretary.

Golf (Optional Event):

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 as necessary.

Entertainment and Optional Host Offerings:

- ✓ Thursday – “Meet & Greet” Social
- ✓ Friday evening – Dance and Social
- ✓ Saturday – President’s Ball following President’s supper

- ✓ Golf Tournament
- ✓ Spouse tours or activities – during conference sessions
- ✓ Trips or Events pre-conference and/or post-conference for delegates & spouses

The Conference Book

Delegates receive TWO books in their kits. One is the Proceedings Book, provided to the Host Lodge by the Association & Foundation. The second one is the Conference Book which can be a good source of revenue, when considering the costs and potential profit. Host Lodges will provide a Conference book in each delegate kit.

When designing your Conference Book, remember there are many unpaid pages, which include:

HALF PAGE EACH for messages from the following people:

Elks President/Grand Exalted Ruler	Premier (If Available)
Association President	Mayor
Conference Chair	MP and MLA (If Available)
Host Lodge District Deputy	Thank-you to contributors
Host Lodge Exalted Ruler	who assisted Conference costs.

One (1) page for the Program of Events (date, time, event & location)

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 other Districts by sending a request for these well in advance of 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 of the conference (1 year).

The kit shall also contain the Conference book and the Proceedings book which is supplied by the Association Secretary/Treasurer and Foundation Secretary/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. Banquet facilities
9. Plans and venue for Golf tournament
10. Plans for entertainment for visiting spouses.
11. Any other information (eg tourist facilities) that may make the bid seem more attractive.

When your bid to host the Conference is approved by the Conference delegates, 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 currently available
2. Select a hotel/motel to be headquarters. Make sure that all the facilities that are needed for meetings, socials, silent auction room and any other rooms that may be needed are booked and confirmed.
3. The budget should be given careful consideration and updated as necessary.
4. The Alberta Elks Foundation makes a \$750.00 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.
5. There should be at least three (3) information mail outs. The Association Secretary will assist by mailing the information out. This will reach all Lodges, District Deputies, Provincial Executive and all committee members. Consult the Secretary as to the schedule of sending out mailers, but it is strongly suggested that the first should be by January 15th.

6. The 2nd (and possibly 3rd) packages to all Lodges in the Alberta Elks Association should include the following information:
 - a. Date and location of the Conference
 - b. Names & contact information of hotels/motels and campgrounds, including 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
7. Important local dignitaries should be invited to the opening ceremonies and may be invited to the President's Ball as guests of the Host Lodge. They should be allowed an opportunity to address the assembly with a short welcome speech on Conference opening night. The Exalted Ruler and Conference Chair will also be expected to have short welcome greetings.

REMEMBER: The Association 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
2006	Sherwood Park	124
2007	Olds	109
2008	High Prairie	127
2009	Wainwright	101
2010	No information available	--
2011	Drayton Valley	--
2012	No information available	--
2013	Edmonton	--
2014	No information available	--
2015	Medicine Hat	130
2016	Hanna	148
2017	Wainwright	66
2018	Fort Saskatchewan	143
2019	Drayton Valley	126
2020	No conference held	--
2021	Virtual Business Meeting – Zoom	60
2022	Brooks	

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.

CONFERENCE SCHEDULE:

Following is a “general” Conference Schedule. The times scheduled are only a general guide line and will change year to year depending on the Association Executive.

Open lines of communication between the Host Lodge and the Provincial Executive, particularly the Secretary is extremely important.

Sample Conference Schedule

Thursday, June 2 SCHEDULED FOR: LOCATION

8:30 am. – noon	Association Pre-Conference
1:00 – 2:30 pm.	Officer Ceremony Practice
2:30 pm – 5:30 p.m.	District Deputy Elect Training.....
2:30 pm – 5:30 p.m.	Foundation Pre-Conference
7:00 - 9:00 pm	Conference Opening
9:00 – 11:00 p.m.	Meet & Greet

Friday, June 3

7:30 – 10:30 a.m.	Registration.....
8:00 – 10:00 a.m.	Foundation AGM.....
10:00 – 10:30 a.m.	Coffee Break.....
10:30 – 12:00 p.m.	Conference Sessions.....
12:00 – 1:00 p.m.	Lunch
1:00 – 2:30 p.m.	Workshops.....
2:00 – 3:00 p.m.	ByLaws & Regulations.....
3:00 – 3:15 p.m.	Coffee Break.....
3:15 – 4:00 p.m.	Election of Association & Foundation Officers.....
4:00 – 5:00 p.m.	Other Resolutions/Sessions
5:00 – 6:30 p.m.	Incoming President’s Hospitality/Social
6:30 p.m.	Supper
7:30 p.m.	Past Presidents’ Meeting
8:00 p.m.	Entertainment
10:30 p.m.	Late Lunch

Saturday, June 4

7:30 – 9:30 a.m.	Registration.....
8:00 – 10:00 a.m.	Conference Sessions/Budget
10:00 – 10:15 a.m.	Coffee Break
10:15 – 10:30 p.m.	Next Conference Presentation
10:30 – 12:00 p.m.	Conference Sessions/Membership Presentation
.	ADJOURN
1:00 p.m.	Installation of Officers & District Deputies.....
5:30 – 6:30 p.m.	Cocktails
6:30 p.m.	President’s Ball

Sunday, June 9

8:30 – 11:00 a.m.	Association Post-Conference
?	Foundation Post-Conference.....

PRESIDENTS BALL PROTOCOL

MASTER OF CEREMONIES - OUTGOING IMMEDIATE PAST PRESIDENT

HEAD TABLE –

- Immediate Past President, President, Master of Ceremonies, Chaplain, and Spouses/Escorts - (Grand Lodge Representative if in attendance).
- Total – 8 - 10 people.
- Dignitaries, President's family and guests to be seated near the head table
- The Master of Ceremonies and Chaplain could be seated in close proximity to the Head Table if necessary.

Head Table to be piped in lead by the Chaplain. If piper not available, procession to be led in by the Chaplain.

Announce to those in attendance, any diabetics can fall into the supper line immediately after the Head Table.

TOAST TO THE QUEEN- with water only; no clinking of glasses.

TABLE GRACE

SUPPER SERVED

PRESENTATIONS –

- Foundation presentation to Host Lodge Charity.
- Presentation from the Foundation to the Fund for Children.

SPEECHES -

ORDER OF SPEAKERS:

- Immediate Past Provincial President thank you, if he/she wishes (Max. 2 min.)
- GER (if in attendance- Max-3 min.)
- ELKS President (Max- 10-15 min.) **ELKS President will be the last speaker.**

11:00 O'Clock Service –

- conducted immediately after speeches by the New Provincial President

CONFERENCE BID FOR ALBERTA ELKS ASSOCIATION AGM FOR YEAR _____

SUBMITTED BY: _____

CONTACT PERSON: _____ Email: _____

Thursday	EVENT:	SEATING	LOCATION
8:30 am. – 2:30 pm.	Association Pre-Conference	15	_____
2:30 – 5:30 p.m.	D.D. Training	15	_____
2:30 – 5:30 p.m.	Foundation Pre-Conference	10	_____
7:00 - 9:00 pm	Conference Opening	100	_____

Friday			
8:00 am – 4:30 pm.	Conference Sessions	100	_____
5:00 – 6:30 p.m.	Pres.Elect Social & Supper	150	_____
7:30 p.m.	P.P. Meeting	15	_____

Saturday			
8:00 – noon	Sessions (Budget)		_____
1:00 p.m.	Installation		_____
5:30 p.m.	Cocktails & President Ball	150-200	_____

Sunday			
8:30 – 11:00 a.m.	Association	15	_____
8:00 - 10:00 a.m.	Foundation	10	_____

Registration Area: Thurs/Fri PLANNED SOCIAL EVENTS

HOTEL:

	#	Price
King Suite		
King Room		
Double Queen		
Single Queen		

Event	Day
Eg: Golf Tournament	

HOTEL:

	#	Price
King Suite		
King Room		
Double Queen		
Single Queen		

RV PARKING	Power	Water	Price	# Sites
	Y/N	Y/N	\$	
	Y/N	Y/N	\$	