



ALASKA STATE ELKS SITE COMMITTEE MANUAL

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Mike Luhr
ASEA President

A handwritten signature in black ink, appearing to read "Dave Charlesworth".

Dave Charlesworth
ASEA Secretary

ALASKA STATE ELKS ASSOCIATION

SITE COMMITTEE MANUAL

1.0 Purpose

To solicit and make recommendations to the Alaska State Elks Association, hereinafter referred to as ASEA, for future conferences and conventions.

2.0 Scope

Maintain a systematic and equitable selection process to assure that each qualified lodge has an equal opportunity to host a convention or conference in their respective district. To ensure that Lodges hosting a convention or conference comply with the procedures and regulations outlined herein this manual.

Ex-Officio Committeemen: State officer as designated by Bylaw.

State Chairman: Appointed by the President Elect.

District Chairman: Appointed by the President Elect.

3.0 Responsibilities

3.1 Ex-Officio

- 3.1.1 Reports to the President
- 3.1.2 Assist State Chairman in "Budget Request Form" if necessary.
- 3.1.3 Reports to President any problems or difficulties occurring.

3.2 State Chairman

- 3.2.1 Shall chair any meeting of the committee.
- 3.2.2 Make report to the President when requested.
- 3.2.3 Committee report must be presented to the State President in writing and an oral report presented at State Convention.
- 3.2.4 Write article for the State Newsletter when necessary.
- 3.2.5 Make annual request using the "Budget Request Form."
- 3.2.6 Same responsibilities as District Chairman in his/her District.

3.3 District Chairman

- 3.3.1 Solicit requests from lodges in his/her district to host conventions or conferences at least two years in advance.
- 3.3.2 Assure the lodge is qualified to host conferences or conventions as per State Association By-Laws.
- 3.3.3 Report to State Chairman when requested.

4.0 Requirements & Procedures

The material outlined in these rules has been developed by the ASEA to aid and assist the lodges of this state in proposing, planning, implementing and following up on the Association's Annual Convention. These same rules may be considered in whole, or in part, in the selection of the President Elect Mid-Winter Conference Site.

It is the responsibility of the State Association Convention Site Committee, hereinafter referred to as Committee, to make firm recommendations to the Association members for the selection of the host lodge for the Annual Convention and the Mid-Winter Conference.

The Committee must receive a Lodge's **Letter of Request** to host the State Convention or Mid-Winter Conference **Three (3) years** in advance of the desired convention or conference. Those lodges desiring to host either session shall submit a **Bid Proposal** (reference Exhibits "A" and "B") **Two (2) years and one (1) month in advance for a State Convention and two (2) years and seven (7) months in advance for a Mid-Winter Conference** so the Committee may perform their evaluation prior to each State Convention, and will announce at each State Convention where the sites shall be for the following year.

In order to clarify the responsibilities of both the ASEA, and the host Lodge with respect to the State Convention, it is important to all concerned that the purpose of the session is clearly understood. Theoretically, the session could be held at any location within the State of Alaska. Practically, they are held in cities where an Elks Lodge is located, and large enough to accommodate the influx of delegates and attendees. It is the responsibility of the ASEA to plan and program the business sessions, meetings, and program in total, **excluding the social activities**, which are the responsibility of the host Lodge and which are subject to approval of the Alaska State Elks Association.

• **GENERAL REGULATIONS**

The ASEA Convention is a state activity. The convention city is host to the convention through its local Elks Lodge which should represent all elements in the community. The Lodge Convention Committee, hereinafter referred to as the Lodge Committee, shall cooperate with their local businessmen's / women's organizations as well as the local city governing body to the end that a convention, reflecting credit upon the community as well as the Lodge, will result.

The organization of the Lodge Committee and the requirements of the convention city as outlined herein are based upon what experience has provided are minimum needs. These requirements and suggestions are intended as a general guide and while they are flexible, they should be followed as closely as possible to insure uniformity of performance.

The State President shall have the authority to make interpretations and amplifications as may be necessary to promote the spirit and purpose of these regulations. The **State Secretary** shall act as the Liaison Officer of the ASEA with the local Lodge Committee and will be assisted by the State Committee.

If the Lodge is not already incorporated, it should be. The Convention shall be insured for Public Liability for the duration of the convention. This can be economically accomplished by endorsing your current Grand Lodge Liability Insurance Policy (check with Grand Lodge to make certain).

The expenses incident to the hosting of such convention shall be solely borne by the local hosting Lodge. No part of such expense shall be allowed from the ASEA Treasury.

The manner of securing the necessary funds is entirely up to the Lodge Committee and the host Lodge, except as specifically provided for herein, and likewise any income and profits which may accrue as a result of the staging of such convention shall be the property of the local host Lodge.

The business sessions of the convention shall be in the charge of the Association Officers and they should be consulted about any matters or persons to be placed on the business program.

In order to foster good health among all attendees, it is required for the hosting Lodge to maintain a NO SMOKING policy during all indoor events.

Your ASEA Officers insist that all matters not in accordance with established procedures, or new ideas, innovations etc., be referred to the ASEA Secretary at the earliest date in order that there is no misunderstanding relative to the planned Convention activities.

• **LODGE CONVENTION COMMITTEE**

When a Lodge is awarded a convention, the lodge shall immediately designate one member of said Lodge who shall have authority to act on behalf of that Lodge. The Convention Chairman representing the host Lodge, immediately following his/her appointment, should develop his/her working committee which should consist of, among others, the following typical sub-committees as appropriate and needed. The host Lodge Convention Chairman shall be an ex-officio member of all sub-committees associated with planning, program and implementation of the convention.

Suggested Sub-Committees

Convention Badges	Meals & Banquet	Meeting Room (s)
Concessions	Decorations	Convention Program/Booklet
Entertainment	Housing	Registration
Transportation	Memorial Service	Publicity
Games & Raffles	Distinguished Guests Hosts	Others as needed

• **REGISTRATION FEES**

1. **The host Lodge must have the approval of the ASEA Officers and State Site Committee prior to establishing convention registration fees for both sessions.**
2. Invited persons, such as bands and choral groups etc., shall not be subject to registration fees as they are in attendance to provide entertainment for the delegates. If they are accompanied by a spouse, the spouse must be registered at the regular registration fee.
3. No member may participate in any social function, which is a part of the convention program, unless they are registered as a convention attendee.

4. The host Lodge is expected to absorb the registration expense and housing costs of Grand Lodge Officers and invited Grand Lodge Committee Members (not including DDGERs), the State Sponsor, the WSEA President and any other invited dignitaries from out of state and their spouses.
5. Three dollars (\$3.00) of each (paid) registration shall be paid to the ASEA within 30 days after the conclusion of the session.

- **HOUSING**

Prior to the awarding of a convention to a Lodge and prior to the appointment of the Lodge Convention Chairman, the selection of the Housing Chairman is the first order of business. He/she should be instructed to immediately contact all available housing facilities and contract or obtain a firm written commitment for sufficient accommodations to satisfy the convention requirements subject to the ASEA Site Committee approval of the application.

Proper housing is the most important and difficult work of the Lodge Convention Committee. Consequently, all requests for housing by the convention attendees shall be cleared through and handled by the Lodge Housing Committee at least three (3) weeks prior to the opening of the convention. No reservations shall be accepted by any hotel, motel or other housing facility under contract to the Lodge Convention Committee (see Exhibit B). The housing contract forms shall be furnished by the ASEA Secretary.

The housing of the State Officer group, distinguished guests and any Grand Lodge Officers invited, shall be the first consideration of the Housing Committee, and they shall be housed as nearly as possible in the leading hotels, for their own convenience. These groups of attendees shall be housed in Class 1 housing facilities (see definitions below).

- Class 1 Housing
 - Those accommodations that have, at minimum, private bath and shower, telephone and television in assigned rooms. It is also desirable to have no-cost wireless internet access.
- Class 2 Housing
 - Those accommodations that have, at minimum, choice of private bath or shower and telephone.
- Class 3 Housing
 - Dormitory type sleeping arrangements.

To assure that an effective plan for registration and housing is accomplished, the Lodge Convention Registration and Housing Committee shall send to all Lodges a sufficient number of registration and housing forms at least ninety (90) days prior to the opening of the session. The Lodge Convention Registration and Housing Committee shall also furnish an electronic version of the registration and housing forms to the ASEA Webmaster for inclusion in the ASEA Website at least ninety (90) days prior to the opening of the session. The ASEA Secretary can advise on the types of forms that have proved satisfactory in the past.

It is suggested that the host Lodge take advantage of the local Chamber of Commerce assistance where that organization is equipped to handle housing and/or registration planning and processing. This service may provide relief from a tedious and detailed task, and when available, is extremely helpful.

- **SOCIAL ACTIVITES**

1. All social functions shall be left to the discretion of the host Lodge. However, the schedule must be approved by the ASEA Convention Committee, and it is essential that the proposed schedule of social functions be submitted sixty (60) days in advance of the convention in order that the program can be planned and published on schedule.
2. Absolutely no social function for delegates shall be scheduled which will conflict with the business sessions and no social functions for the spouses shall be scheduled which will conflict with the open meetings for Elks and spouses during the business sessions.
3. The ASEA does not expect the host Lodge to develop a social program that could result in a financial deficit to the Lodge. The registration fee is not intended to include extensive, free activities. It should defray the costs incurred by the host Lodge for the various requirements peculiar to a typical convention; i.e., printing, postage, publicity, etc.
4. The only specific requirement which shall be hosted by the host Lodge is the Spouses Luncheon and Entertainment.
5. Any other hosted affair which is to be included in the registration fee is at the discretion of the host Lodge. These activities should be carefully considered and their costs should be underwritten by the host Lodge, recognizing that it is not a requirement of the ASEA. This does not preclude scheduling non-hosted activities, which if properly planned and promoted, should contribute to the overall success of the convention.

- **DRINK PRICING**

1. The prospective host lodge shall submit, with their bid proposal packet, the drink prices currently charged to their regular members.
2. Additionally, the prospective host lodge shall submit, with their bid proposal packet, the proposed drink prices which may be charged during the convention, if awarded.
 - 2.1 As the Bid Proposal packet is due to the ASEA Site Committee two (2) years and one (1) month prior to the hosting of the convention or two (2) years and seven (7) months prior to a conference, a reasonable increase between the current drink prices and the proposed drink prices is anticipated and allowed. Such increase shall not exceed 10% of the current drink prices submitted with the proposal, rounded to the nearest \$0.25/drink.
3. The pricing submitted by the lodge, and accepted by the Site Committee, shall be binding upon both parties and any changes/increases to the approved pricing will not be allowed.

4. The ASEA Site Committee Chairman, or his designee in attendance, shall investigate all complaints of irregular pricing during the convention or conference and the host lodge shall be bound by the drink pricing submitted and approved with their proposal.
 - 4.1 Should the host lodge be found to be not in compliance with their approved pricing, the Site Committee Chairman shall inform the Lodge Convention Chairman and corrective action shall immediately be taken.
 - 4.2 Should the host lodge fail to take immediate corrective action, said lodge may be precluded from submitting bids for future conventions or conferences.
5. It is recommended that the host lodge implement the proposed increase for the entire week of the convention or conference so as not to cause undo confusion or animosity among the convention attendees.

- **CONVENTION PROGRAM**

The host Lodge shall arrange for and publish the printed Convention Program in order to assure standardization and conformance with the ASEA convention objectives. Following review and approval of the social calendar, the host Lodge shall arrange for a gallery proof which will be reviewed with the ASEA Secretary. After approval, the program shall be printed at no cost to the ASEA.

- **GAMES OF CHANCE**

1. No organized gambling is permitted at the sessions. This includes craps, four-five-six, poker and any other type of gambling not permitted by the State of Alaska.
2. If the Lodge has games of chance which are permitted and normally operated in the club, it is permissible to carry on with its operation during the convention.
3. No visiting lodge delegation or visiting lodge member shall be permitted to sell raffle tickets or other types of gaming tickets which are unrelated to the host lodge gaming activities without the express approval of the host Lodge Convention Chairman and the ASEA Site Committee Chairman.

- **CONVENTION HALLS**

If possible, the hall of the host Lodge shall be the Official Convention Hall and should be used for all business sessions. Other halls should be carefully considered from the standpoint of proximity to the lodge as well as seating capacity for meetings, banquets, meals, entertainment etc.

- **FINANCE and ACCOUNTING**

1. The Lodge Convention Committee shall, upon its formation, draft a tentative convention budget of anticipated income and expenses based upon the experiences of previous convention sites and upon the local variation of facilities and entertainment. A copy of the budget should be provided to the ASEA Secretary sixty (60) days prior to the convention.

2. Each sub-committee should be involved in this process and should be encouraged to keep their expenses within the limits of their budgets and operate toward the end that the convention as a whole will reflect a reasonable profit for the Lodge. To host a convention and conclude it in the "red" is not a wholesome condition and should be avoided.
3. A financial report (see Exhibit C) should be a part of your report to the Lodge and a copy must be forwarded to the ASEA Secretary and ASEA Site Committee Chairman within sixty (60) days from the conclusion of the convention.

- **SUMMARY**

Considerable experience has been gained over the years by the ASEA concerning the dos and don'ts as applied to conventions. Successful host Lodges have benefited by this experience. However, periodically, a Lodge will make application, be selected, and then proceed to ignore all of the lessons learned by other Lodges and ultimately conclude with a deficit.

Certainly, every Lodge Convention Chairman wishes to host the most outstanding program possible. This is commendable; however, there is no known reason why a host Lodge should lose money by hosting a State Convention or Conference. Close cooperation with the ASEA Site Committee and ASEA Secretary can serve to avoid this situation. It should be pointed out that as better housing facilities are becoming more available today, when compared to years past, and more spouses are accompanying the delegates, the interest and form of entertainment are evolving.

Do not assume that you have the key to solve all of the problems that are inherent to all conventions. The ASEA Secretary and the ASEA Site Committee Chairman can be of immeasurable assistance to the Lodge Convention Committee and their counsel should be solicited.

The Alaska State Elks Association has but one objective relative to our Conventions; that they are successful in fostering Elkdom. No activity can be wholly successful if it is a financial failure. There is no reason for a convention to be unsuccessful from a financial standpoint if a few basic practices are followed; the most important of these is diligent coordination with the ASEA representatives during the planning stages. This should preclude creating a condition which may lead to an unsatisfactory conclusion and an unpleasant experience.

******* END OF SITE COMMITTEE MANUAL *******

EXHIBIT "A"
APPLICATION FOR ALASKA STATE ELKS ASSOCIATION CONVENTION

It is the desire of _____ Lodge # _____ to host the Annual Convention and/or the Vice President's Mid-Winter Conference.

Convention / Conference Applied For:

State Convention _____ Mid-Winter Conference _____
 Year Year
 Dates: _____ Dates: _____

Housing facilities tentatively committed are: (pricing inclusive of all tax)

We will have available _____ rooms in 1st class hotels (\$_____ to \$_____)

We will have available _____ rooms in 2nd class hotels (\$_____ to \$_____)

We will have available _____ rooms in 1st class motels (\$_____ to \$_____)

We will have available _____ rooms in 2nd class motels (\$_____ to \$_____)

Drinks (other than beer) will not be less than standard one (1) ounce pour and will sell for:

	<u>Current</u>	<u>Proposed</u>		<u>Current</u>	<u>Proposed</u>
Well Drinks	\$ _____	\$ _____	Call Drinks	\$ _____	\$ _____
Premium Blends	\$ _____	\$ _____	Blended Cocktails	\$ _____	\$ _____
House Wines	\$ _____	\$ _____	Specialty Wines	\$ _____	\$ _____
Domestic Beer	\$ _____	\$ _____	Import Beer	\$ _____	\$ _____

Other: _____

Note: A maximum 10% increase between current & proposed (rounded to the nearest \$0.25/drink) is permitted due to the time lag between submittal date and actual convention date.

On a separate page, list the various social functions and activities that your anticipate providing, stating whether they are no-host or free.

Also list all games of skill and chance which are authorized by the State of Alaska and regularly operated in your lodge and limits applied.

Having read and agreed to the rules under which convention and/or conferences of the Alaska State Elks Association are to be conducted, we hereby make application(s) to host the Convention and/or Mid-Winter Conference as shown above.

Exalted Ruler

Date

Lodge name & No.

ALASKA STATE ELKS ASSOCIATION

EXHIBIT "B"
CONVENTION HOTEL/MOTEL AGREEMENT

This agreement, entered into this _____ day of _____, 20____ by and between B.P.O. Elks Lodge _____ # _____ Convention Committee, herein after called the Committee, and said _____ Hotel/Motel of _____, Alaska hereinafter called the Hotel.

WTINESSETH, THAT:

In consideration of the mutual promises hereinafter expressed and for valuable consideration thereof, the Hotel agrees as follows:

1. That it will not accept reservations from any other person, firm or corporation for the rooms described in the schedule set forth below for the period commencing _____, 20 ____ and ending _____, 20 ____ and the Committee shall have the exclusive right to assign said rooms to the various Lodges of the B.P.O. Elks and/or other designees for use and occupancy between said dates.
2. The Committee agrees that it will designate to the individual Lodges of said B.P.O. Elks the days between _____ and _____ inclusive during which said rooms or any part thereof are to be occupied as set forth in Paragraph 1.
3. Since there is possibility that many of the convention visitors and delegates might require accommodations on _____ in addition to the aforementioned dates, the Hotel agrees to reserve the rooms outlined for the additional day(s), provided this request is made prior to _____ 20 ____.
4. It is understood that _____ Elks Lodge and the Committee assumes no liability of any kind and the registered occupants of the room(s) shall be personally responsible in every instance.
5. The room rates set forth in the schedule, which is made a part of this agreement, are the regular or reduced rates of the Hotel and do not reflect any increase in price of any kind.
6. The Committee further agrees to prepare assignments for various Lodges or other designees and to have the individual Lodge provide to the Hotel a complete and detailed assignment chart including all rooms assigned to that Lodge. Immediately upon receipt of such information, either the entire assignment of rooms or any part thereof, the Hotel will process these assignments in the usual manner.

7. In the event that the assignments covering all of the rooms as set forth in the attached schedule are not included in the assignment sent to the Hotel on or before the _____ day of _____, 20___, the rooms so covered may be released from the obligation of this contract and the Hotel shall have every right to reserve said rooms to any other persons or parties.

SCHEDULE OF ROOMS INCLUDED IN THIS AGREEMENT

(All with private bath unless otherwise specified)

Room Description	Total # Room Pledges	Room Rate / Day (inclusive of tax)
Single Bedrooms		
Double Bedrooms		
Twin Bedrooms		
Suites		

Other Accommodations (Please describe in detail and provide rates. Attach additional pages if necessary)

Hotel Name: _____
 Address: _____
 Phone: _____
 Email: _____
 Contact Name: _____
 (printed name)

Elks Lodge: _____
 Lodge No. _____
 Phone No.: _____
 Email: _____
 Contact: _____
 (printed name)

Hotel Authorized Signature

Date

Elks Lodge Authorized Signature

Date

ALASKA STATE ELKS ASSOCIATION
EXHIBIT "C"
CONVENTION INCOME AND EXPENSE STATEMENT
(Due to ASEA Secretary Sixty (60) Days After Convention)

LODGE: _____
Income

DATE: _____

Line Item	Description	Budget	Actual
5-401-1	Convention Booklet Advertising		
5-401-2	Registrations (less refunds)		
5-401-3	Housing Deposits (less refunds)		
5-410-1	Bar Sales - Gross		
5-412-1	Meals Deposits & Food Sales		
5-420-1	Games & Raffles		
5-420-2	Pulltabs Sales (net)		
5-430-1	Ladies / Spouses Entertainment		
5-450-1	Conv. / Shirts / Hats / Coins		
Total Gross Revenue		\$ -	\$ -

Expense

Line Item	Description	Budget	Actual
5-501-1	Convention Booklet		
5-501-2	Memorial Service Program		
5-501-3	Opening Ceremony (rent, program etc.)		
5-501-4	Transportation		
5-510-1	Liquor / Beer / Wine		
5-510-2	Food Purchase		
5-520-1	Wages -Bar		
5-520-2	Wages - Dining		
5-530-1	Sales Tax - Bar		
5-530-2	Sales Tax - Dining		
5-540-1	Games & Raffles		
5-540-2	Pulltabs (games purchase)		
5-540-3	Conv. / Shirts / Hats / Coins etc.		
5-540-5	Ladies / Spouses Entertainment		
5-540-6	Music / Lodge Entertainment		
5-540-7	Misc Expenses (paper, postage etc.)		
5-550-1	Comp Hotels		
5-550-2	Comp Meals		
5-550-3	Comp Room Baskets		
5-660-1	Refunds / Canceled registrations & meals		
5-660-2	Alaska State Elks ~ Convention Fees		
Total Expenses		\$ -	\$ -
Net Revenue		\$ -	\$ -