

5.2.3. NOTICE OF INTENT TO HOST A PROVINCIAL CONFERENCE

Saskatchewan Elks Association
508 12th Street East
Saskatoon, Saskatchewan
S7N 0H2

Brother/Sister Elks:

It is with pleasure that we request a bid form and other pertinent information required to host the Saskatchewan Elks Provincial Conference in

Fraternally,

Exalted Ruler

Lodge Secretary

_____ Lodge No. _____

Address: _____

_____, SK

5.2.4. SASK ELKS ASSOCIATION PROVINCIAL CONFERENCE BID FORM

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June _____

MEETING ROOMS REQUIRED (please confirm with Elks Executive at least three months prior):

Pre-conference Day 1:

Registration/Charity Appeal

Past Provincial Presidents Meeting (12:30 p.m.) – approx. 20 people

District Representative Training (afternoon) – approx. 10 - 15 people

Past Provincial Presidents supper (about 6:00) – approx. 50 people (confirm with Past Provincial Presidents Assoc.) (2007)

Conference Day 1:

Elks Session meeting room (morning and afternoon) – approx. 125 people.

Incoming Presidents Reception room

Conference Day 2:

Elks session continues (morning & part afternoon) – approx. 125 people

Installation of Officers

Cocktail Hour, Banquet & President's Ball

Post-Conference Day 1:

Sask. Elks Association meeting (morning & early afternoon) 25 people

Community & Lodge Information:

Number of Hotel/Motel room available _____

Conference Chairperson's Name & Phone: _____

Will evening entertainment be provided:

-Pre-Conference 1 _____

-Conference Day 1 _____

-Conference Day 2 (Banquet & President's ball)

(2015)

Do you have meeting rooms available, at the conference site, for the Provincial Executive-Administrator to set up and store equipment?

Do you have a good public address system (microphones, etc.) for the meeting rooms, conference site, and Presidents Ball?

Will have transportation & courtesy cars provided? Yes ____ No ____

Do you have the sufficient manpower for the suggested committees:

Registration

Halls

Banquet

Luncheons

Parade

Transportation & Courtesy Cars

Children's activities

Bars

Entertainment

Advertising

Motel/Hotel Reservations

Public Address System

Finances

Publicity

Are there sufficient parking facilities for all events?

Is there any additional information that should be considered for your lodge(s) hosting this event? Please mention all factors which should be noted, e.g. Is there any other major event scheduled to occur at the same time in this location? Is it you Lodges Special anniversary that year?

PLEASE NOTE: The location for the Provincial Conference is selected two years prior to the event. You will be required to have a member present at the Provincial Conference, at the time the bids are presented, to promote your bid and answer any questions.

**AS PER REGULATIONS OF THE SASKATCHEWAN ELKS ASSOCIATION
CONSTITUTION AND BY-LAWS CASH CASINO'S ARE PROHIBITED AT ANY
PROVINCIAL FUNCTION OF THE SASKATCHEWAN ELKS ASSOCIATION AND
SASKATCHEWAN ELKS FOUNDATION CORP. (1998)**

Signatures:

Is your lodge in favor of hosting the conference? Yes _____ No _____

Exalted Ruler

Honoured Royal Lady

Lodge Secretary

Lodge Secretary

Please return this form to the Third Vice-President or the Executive Administrator of the Saskatchewan Elks Association, 508 12th Street East, Saskatoon, SK, S7N 0H2 prior to the mid-term meetings approximately 2 ½ years prior to the event. **(2003)**

Note: Bid Presentations must be made on Day 2 of the Provincial Conference, at the time requested by the President. (2007)