

B.C. Provincial Aerie Conventions

~ Organization Guide ~

(revised April 21, 2015 from previous April 21, 2010 version)

THESE GUIDELINES ARE BASED ON THE TRADITIONAL EAGLES CONVENTION FORMAT

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Section One: The Provincial Aerie

Once an Aerie has paid the registration fee to the Provincial Aerie and the motion has been adopted approving an Aerie's proposition to host the Provincial Convention, if it has not been done already, the Aerie in question should immediately proceed to:

3 Years in Advance:

There shall be an appointment by the Aerie (serving as a committee of the whole) of a Convention Chairman. This individual should be the best organized and most sound in regards to their judgment and demeanor. This person must possess immaculate logistical and interpersonal skills. It is their commitment and leadership that holds the entire project together. All other committee chairmen are chosen by the Convention Chairman. This individual coordinates all committees and their schedules. Phoning, confirming and double-checking every single detail are this person's major responsibilities.

To aid in this position, a visual chart should be created and posted for the reference of all committee chairs. Said chart should contain the most current information and details regarding everything. Thus, as the Convention Chairman maintains all details of this chart, thus he maintains the details of the convention itself.

His identity and contact information should be posted in the provincial newsletter in every issue from a year in advance of the convention which he is to chair.

For future versions of this guide, it would be appreciated that once meetings begin on the Convention in Local Aeries/Auxiliaries, any minutes taken would be a practical resource to future Convention Organizers. Once each convention is complete, copies of minutes from the meeting (editing out anything non-relevant) would be MOST useful. Please consider submitting your meeting minutes once your Convention is complete and please add any pointer you do not find in this guide.

2 Years in Advance:

The establishment of a Convention bank account is permitted, following the approval of the Provincial Secretary. Only receipts and expenditures directly related to the Convention shall be processed through this account. Also, by the time of the Convention Report that is to be delivered to the September Executive Session following each Convention is prepared, the bank account is to be closed out with a zero balance (a final bank statement showing this is to accompany the Convention Report).

1 Year in Advance:

Site Selection:

1. Site selection is performed by the Venues Committee.
2. Site selection must begin at least one year in advance. Many halls get booked at least one year ahead.
3. Hall must be big enough to seat comfortably the number of people you expect to attend, and meet whatever fire laws the venue may have.
4. Hall should, if possible, have hard walls and ceiling and floor (no carpet or acoustic tile).
5. Ceiling must not be too high, in fact the lower the better. Most hall ceilings are fine. However, high vaulted cathedral ceilings must be avoided because the sound vanishes upward with the result that the people cannot hear each other.
6. Halls need adequate bathrooms, food facilities, handicapped access, parking, child care space (if provided). Access to public transportation is a plus, as are established areas for access to courtesy cars.

9 months in advance:

- A. Hold a preliminary meeting nine or ten months before the convention date, with all the people who will be working on the convention. At that meeting the Convention Chairman assures that:
 1. The Venues Committee presents a site selection report.
 2. All committee work needed is reviewed.
 3. All committee chairmen know their roles.
 4. The publicity plan, accommodations plan, transportation plan and convention schedule are established, and,
 5. that a preliminary deadline for flyer reproduction and mailing is set.
- B. The concept of "committee" can be as flexible as it needs to be to get the job done. The crucial point is that someone be clearly in charge and responsible for each of these tasks. This person can then choose to work individually or to delegate or request help as seems appropriate (this often happens informally). In addition, one person can choose to head more than one of these tasks, if desired. Committee heads whose duties require them to be listed on the flyer as a contact point must be selected prior to printing of the flyer.
Committees and their duties are:
 1. Venues Committee - Site selection –
 - Books building(s) for banquets, dance(s), Memorial Service and Installation of Officers (if not already done).

- Both current Provincial Presidents should be contacted regarding any ideas or concerns they may have regarding the Joint Banquet menu.
- Confer with Provincial President's chairman of the Past Provincial Presidents Club to book a venue for their Thursday evening dinner.

2. Publications & Publicity Committee

- Researches publication deadlines so that a timetable can be drawn up for sending out the press releases.
- Sends out the press releases according to said timetable.
- Does follow-up phone calls to all places receiving press release to reinforce press release information and answer questions.
- Contacts (when the time comes) person with the master mailing list to arrange to get the addresses printed out on labels.
- Plans for mass fold-and-stick party prior to mailing out the flyers using the master mailing list.
- Mails the flyer to all the related Eagles newsletters prior to their deadlines so that the flyer will be published in issues well ahead of the convention.
- Thinks up any other bright ideas for getting the word out in a timely manner.
- Contacts Provincial President for agenda to be included in the Convention Booklet. Clarify/specify and details regarding Memorial Service (who is conducting, which drill team, relate any equipment requirements to the Setup Committee).
- Contacts Provincial Secretary for photographs/bios of provincial officers for the booklet. Also, acquire any information on any deceased Past Provincial Presidents within the last year (an update of the booklet's list should be done every year for errors and/or omissions).
- Sell ads for the booklet.
- Design and print convention booklet and coordinate them with the Credentials Committee chairman for availability during registration. The most important aspect of the design is that the schedule of the convention be in the center of the booklet for the utmost ease of reference.
- Design and print numbered tickets for banquets, breakfasts and lunches, and coordinate them with the Credentials Committee chairman for availability during registration
Reminder One: Make sure extra tickets exist, especially for the Friday banquet.
Reminder Two: All registered Delegates and Past Presidents to the convention receive as part of their \$40.00 registration fee one (1) Friday Joint Banquet ticket (\$35.00 for the ticket plus \$5.00 registration fee owing to Provincial).

3. Accommodations Committee -

- Has his/her name and phone number on the flyer as contact person for accommodations.
- Coordinates motel operations and provides information on motels.
- Blocks off rooms at particular venues (if possible) all the while finagling for best prices that can be set.
REMINDER: the Local Aerie pays for one night for the Grand representative(s).
- Coordinates all available information to the Publications Committee for inclusion in the flyer to be mailed to all Aeries.

4. Transportation Committee -
 - Draws up map to put into the flyer.
 - Has name and phone number on the flyer for travel questions.
 - Fields phone calls with travel questions.
 - Make certain that each venue that is housing conventioners has a posted phone number for the courtesy car dispatcher.
 - Investigate the acquisition of possible local courtesy parking tickets from city hall (if applicable).
 - REMINDER: Vehicles should be made for the pickup of the Grand Aerie and Auxiliary representatives (if necessary). Contact the current respective Provincial President to find which Provincial Officer has been given this task.

5. Catering Committee -
 - Works with Setup Committee for things like refreshments, urns, power requirements, etc.
 - Works with site on kitchen access (if applicable).
 - Plans layout of tables for quick flow-through for large numbers of people. (Double-sided, multi-entry works very well.)
 - Events: Friday Joint Banquet, lunches and breakfasts for all days except Friday breakfast (usually waived because of the 8 a.m. Memorial Service).

Bar Committee –

 - Strong chairman is required here, with reliable volunteers throughout.

6. Entertainment Committee –
 - Book and organize any events and their details, i.e. music, venues, equipment, etc. Coordinate with Setup Committee chairman for any required assistance.

7. Setup Committee - may be chaired by Locating Committee Chair or by someone else.
 - Recruits people to set up hall and later to take it all down.
 - Contracts for enough chairs.
 - Contracts for enough tables.
 - Arrangement for flowers (to be exchanged with Auxiliary during opening session).
 - Coordinate with Entertainment Committee chairman for any required assistance regarding special events or services.
 - Other issues:
 - Two sets of stations will be required: one for the Aerie
 - Extension cords (perhaps available from site?)
 - Microphones, public address equipment, pianos, etc. (needed for sessions/memorial service/dances)
 - Regalia and stations for Installation of Officers on Saturday afternoon (arrange with Host Aerie's Worthy Conductor).
 - Large coffee urns (available from site?)
 - How early can the setup crew enter hall to start setup?
 - Is there a site manager with whom all must be coordinated?

8. Credentials Committee
 - Both Chairman and volunteers must be both patient and friendly. Salesmanship ability is also a plus, since registration is the prime opportunity

to sell mugs, t-shirts and assorted other paraphernalia regarding the convention.

- Design and print credentials. Credentials must be numbered on both header and each tear-off section for clear identification in a by-the-session format; *the top section must bear the printed name of the bearer and his signature.* (Examples of these can be acquired from the Provincial Secretary).
- Visitors/Delegates/Past Presidents ribbons (please defer to the Provincial Secretary for details).
- Compose name tags for all who have pre-registered (blank name tags are to be completed manually for all non-pre-registries). All name tags are to bear the name, Aerie name and Aerie number of the individual.
- Acquire convention booklets from Publicity Committee chairman for availability during registration.
- Acquire meal and banquet tickets from Publicity Committee chairman for availability during registration.
- Compose the convention packages, each of which includes a credential, a nametag, ribbon, convention booklet, and any other gift items of local interest.
- Registration table must be *set up and staffed* at least one half hour before the beginning of the Convention. Registration must also be aware that \$5.00 of each \$40.00 ticket is to be set aside for the Provincial Aerie, who are usually paid by cheque upon the close of Convention.
- All Delegates, Past Presidents and Visitors must sign for their respective credentials in a registration log of some design.
- Timetable: Thursday afternoon/evening and Friday morning are the two peak times. After this, someone at the Aerie who will not be attending the sessions may handle any other registrations that may come in.
- Should an election be required from the Friday afternoon session, the election will take place Saturday morning, with polls open at 7 a.m. and closed by 9 a.m. precisely. All who vote must present their credentials for inspection by the Elections Committee (appointed by the Provincial President). The Credentials Committee beforehand should have made provisions for printed ballots, pencils and the ballot box of some design.

C. Flier: Start drafting the flyer and soliciting artwork right after the initial meeting (Section II-A). Set deadline for the completed flyer at least six months in advance so that flyers can be distributed at other conventions & elsewhere.

The flyer must contain:

1. What: Name of your convention
2. When: Dates of your convention
3. Where: Address(es) of site(s).
4. Times (start, end for each session)
5. Food
6. Child care? (Provided? Contact phone number for reservations in advance?)
7. Transportation data (map, directions, public transport if available, contact phone number for further transportation information)
8. Contact phone number for advanced housing reservations
9. Contact phone number of reserved motel(s) with prices/people in room
10. Contact phone number for general information

6 months in advance:

- A. Begin carrying the flyer to other events and/or mailing them to major conventions so that someone else can put them out.
- B. Check publicity time schedule. Make sure press release schedule makes sense. Some publications have three to four month lead time. Make sure these are sent out.

3 months in advance:

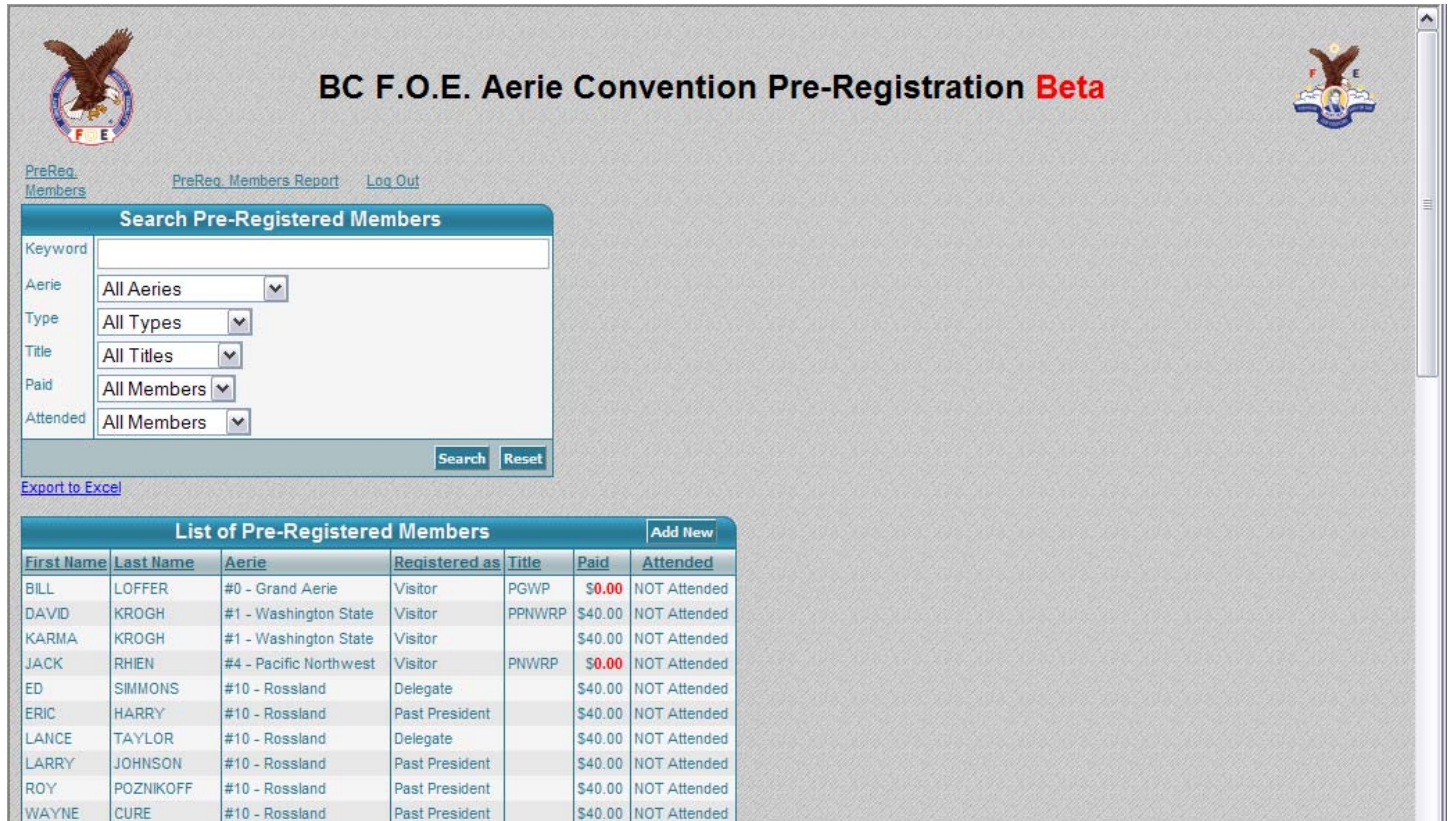
- A. Plan and hold fold-and-stick party prepare the flyer for mailing using the master mailing list. If you are using a non-profit bulk mailing permit, you need to allow *at least* six weeks for delivery.
- B. Therefore, make sure that the flyer mailing is *at the post office* at least 2 months in advance of the convention.
- C. Flyers mailed to US addresses must be put into envelopes and will require additional postage.
- D. Contact external sites and confirm:
 - 1. That the 350 chairs and 16 tables (for example) that you made arrangements for will actually be in the hall for setup on the right day.
 - 2. Begin talking about menus and once they are decided, relay the information to the Publicity Committee chair for inclusion on the respective meal tickets.

1 Month in Advance

- A. Get the credentials cards printed. Pre-registration ends on April 15th. The Provincial Secretary will thereafter use the pre-registration names to help the Provincial President form his Convention Committees.
- B. Buy/produce the name tags.
- C. Accommodations committee should confirm hotel/motel progress regarding any promised rooms, bulk deals, etc. Reminder: Phone calls requesting housing will start to come in as soon as the flyers have gone out.
- D. Scope out the site and prepare *large* signs so that finding the place is easy. Signs are also needed for Parking and possibly Bathrooms.
- E. Plan and discuss any duties of the provincial and convention officers for any last minute requirements, and clearly allocate their needs to the appropriate committee responsibility.

Section Two: Provincial Aerie Online Registration

The Host Aerie Secretary, usually in concert with the Aerie Convention Organizer, should log into the BC Provincial Aerie website and proceed to the BC Aerie Convention Pre-Registration page. Username(s) and password(s) can be obtained from BC Provincial Web Technician Brother Darren Critchley at darrenc@telus.net and/or by calling him at 250-558-4146.



The screenshot shows the "BC F.O.E. Aerie Convention Pre-Registration Beta" interface. It includes a search form with the following fields:

- Keyword:
- Aerie:
- Type:
- Title:
- Paid:
- Attended:

Buttons for "Search" and "Reset" are located below the search form. An "Export to Excel" link is also present. Below the search form is a table titled "List of Pre-Registered Members" with an "Add New" button.

First Name	Last Name	Aerie	Registered as	Title	Paid	Attended
BILL	LOFFER	#0 - Grand Aerie	Visitor	PGWP	\$0.00	NOT Attended
DAVID	KROGH	#1 - Washington State	Visitor	PPNWRP	\$40.00	NOT Attended
KARMA	KROGH	#1 - Washington State	Visitor		\$40.00	NOT Attended
JACK	RHIEN	#4 - Pacific Northwest	Visitor	PNWRP	\$0.00	NOT Attended
ED	SIMMONS	#10 - Rossland	Delegate		\$40.00	NOT Attended
ERIC	HARRY	#10 - Rossland	Past President		\$40.00	NOT Attended
LANCE	TAYLOR	#10 - Rossland	Delegate		\$40.00	NOT Attended
LARRY	JOHNSON	#10 - Rossland	Past President		\$40.00	NOT Attended
ROY	POZNIKOFF	#10 - Rossland	Past President		\$40.00	NOT Attended
WAYNE	CURE	#10 - Rossland	Past President		\$40.00	NOT Attended

Once cheques and names of attendees have begun coming in, on the pre-registration page the Host Aerie can click on the Add New button to begin entering the names, payment amounts and other details.

Searches can be performed on any names or details already entered in so that updates can be added with ease.

The data can be printed once it is exported in Microsoft Excel format. Click the Export to Excel link to save the data externally.

The data entered in its complete state as of May 15th each year is invaluable since the current Provincial Worthy President uses this roster of names to form the Convention Committees.

Section Three: The Provincial Auxiliary

PROVINCIAL PROVIDES:

Charter	Registration Forms
Regalia	Credential Booklets, Ladies Banquet Tickets
Altar Cloths	Ribbons and holders
Mothers Ribbon	Books/signs for registration
Scroll	Black Drape Scarf

AUXILIARY PROVIDES:

1. Hall for Ritual Competitions (2) if needed. Regalia for Competitions. Confirm with Ritual Chairman if any competitions prior to arrangement for hall.
2. Judges room (hospitality room can be used) Coffee for Judges and Talliers if needed.
3. Hall for Installation team to practice on Wednesday (approx. 1 Hr)
4. Memorial Team may require hall as well (approx. one hour); please verify.
5. Piano for competition as needed at request of the competing team
6. Piano for Meeting Hall and Installation
7. Room for Registration/Trustees
8. Tables three (3) for Registration Committee
9. Table one (1) for Trustees for return of Trophies
10. Hall for Sessions (currently beginning on Thursday p.m.)
11. Hall/s for Workshop/s as required by the Provincial President
12. Convention Pianist - if possible.
13. Minister and Mayor for welcome and invocation.
14. PA System - one each at President, Secretary's, Vice President's, Jr. Past President's and Chaplain's Stations. NOTE: Does a PA system need to be rented or will one be available?
15. Check with Provincial Secretary as to arrival time with Credentials
16. Skirted Tables for Secretary/Treasurer and Trustees
17. Small (1/2) table for Memory Book
18. One (1) table for President's Theme
19. Decorations in the current Provincial Presidents Theme, the Provincial Madam President may have things that she has gathered during her travels that she would like to be used -- check with the Provincial Madam President.
20. Flowers for each side of the Podium One to be taken to Aerie (basket). Both to be in Hall for Memorial and Installation
21. Charter Stand (one or two easels for the two charters).
22. Room/hall for voting on Friday 12:00 p.m. -2:00 p.m. The room is to be ready by 11:30 a.m.
23. Table Favors for Convention Banquet on Friday evening
24. Table Centre pieces for Convention Banquet on Friday evening.
25. Candle Snuffer, candelabra (the larger the better), candles.
26. Notice Board for voting.
27. Ballot Box for voting
28. Table with two (2) chairs outside voting room
29. Photographer requirements as determined by the President.
30. Flags, Mother Head, Stations and Altars for Thursday and arrange removal of same if Hall is Banquet Room. They must be available each day.

31. Hall/Room for Reception to follow Installation. Discuss this with the Incoming Provincial Presidents.
32. Room for Provincial Officers Meeting.
33. Banquet room for the Past Provincial Presidents Dinner. Their Secretary/President should be advised of location.
34. Fruit Baskets in Grand Rep, Past Grand Officers, Dignitaries and Provincial Officers rooms. Flowers cannot be transported.
35. Help your poor Aerie Brothers as much as possible. Booze will be required, and if any Provincial Aerie officers look less than presentable, all ironing boards and laundry services will be most welcome.
36. The Convention Chairman (one for this year's convention) will be expected to make a presentation to the Provincial Executive at the meeting in September for upcoming Provincial Convention e.g. hotel listings, prices and schedule of events if ready.
37. As hosts you are expected to book rooms designated at a hotel named as Headquarters where Dignitaries will be placed along with those Officers who wish to stay there. These rooms would be held for Dignitaries, Provincial President current/incoming, their Teams and then on a first come first serve basis. Hotel should be advised they are not to take any bookings at the discounted rate until a specific date.
38. An accounting of Convention Funds (for the previous years Convention) is to be readied for the report due for the September Executive Meeting. Convention funds minus expenses are divided two ways, between the Host Aerie and Host Auxiliary.

THURSDAY -

1. Hall ready for Workshops, Ritual Competitions, etc., as indicated above. Check with the Ritual Chair, Provincial President as to their needs. Example: times, requirements, etc.
2. **Thursday** - Session 1:00 p.m. - 4:00 p.m.
3. Seating on the Podium for Dignitaries
4. Special Seating for the Past Provincial Presidents and other guests

FRIDAY -

1. **Memorial Service** 8:00 a.m. - 9:00 am.
2. Charters provided by Provincial Aerie and Auxiliary - Stands required per #21
3. Black Drape Scarf provided by Provincial
4. List of Deceased Members provided by Provincial Secretary to Memorial Team.
5. Candle Snuffer, Candelabra, Candles per #25
6. Voting from 12:00 p.m. to 2:00 p.m. Room to be ready by 11:30 a.m.
7. Friday - Session - 9:00 a.m. - 4:00 p.m.

JOINT BANQUET - Cocktails 6 - 6:30, Dinner 6:30 - (no later than 7:00 pm) Presentations follow

1. Head table as per protocol, if any issues contact both Provincial Presidents.
2. Protocol is a must. Out of town guests, dignitaries, spouses of Grand Officers, Other State Officers should have designated seating and the same Amenities as shown to the Provincial Officers. Examples: Place cards, Special Favors. Etc
3. Side Table for Charity Chairman and Representatives (10 to 12)
4. Place Cards to be provided for each Chairman and Representative
5. Seating to be assigned
6. Photographer for cheque Presentations
7. MC is responsibility of current Provincial Presidents.

SATURDAY -1. **Regular Sessions** 9:00 a.m. to 12:00p.m.

INSTALLATION -

1. Seating to be readied by 12.30 p.m. for early arrivals.
2. Pictures generally at 1:00 p.m.
3. Installation is usually at 1:30 or 2:00 The photographer is to on-hand and ready.
4. Flowers to be placed on either side of podium.

RECEPTION ROOM -

1. Check with incoming Provincial Presidents as to what they will need.

PROGRAM -

1. Agenda - Provincial President is contacted in case of changes.
2. Provincial Officers pictures received to be returned to Provincial Secretary.
3. Grand Representative's picture and write up conies from Grand.
4. Programs are to be taken to the Registration area and given out with their envelopes.
5. Past Presidents list for the Program booklet available from Provincial Secretary.

GRAND REPRESENTATIVES -

1. Pay for room (from Convention Funds). **This is an option.** Room deposit must be paid.
2. Fruit basket in rooms as welcome gift.
3. Complimentary tickets for lunches if prepared on premises where Sessions are held.
4. Tickets for Convention Banquet.
5. Gift for Grand Rep to be presented by Provincial President.

All Tickets should be made available to these dignitaries upon Registration. They can be placed in a small envelope within their Registration envelope.

Section Four: Forms

Several forms are included here for the ease of a Host Aerie:

- 1) Sample Endorsement letter for those running for Provincial Aerie Office (page 11);
- 2) Sample Aerie Convention Agenda [for Conv. Booklet] (page 12);
- 3) Blank Convention Pre-Registration form (page 14);
- 4) Sample Convention Financial Report (page 15);
- 5) Convention Financial Report (blank).

[Electronic, editable copies of these forms can be supplied by the Provincial Aerie Secretary]

_____, 20__

Bro. _____, JPPP
Chairman, Nominations Committee
British Columbia Provincial Aerie
Fraternal Order of Eagles

Dear Brother _____,

It is my great pleasure to recommend _____ at this time in all his future endeavors. In the time that we have known _____, we have found him to be an entirely reliable individual, possessed of admirable devotion to the task at hand and exhibits both personal and moral fiber. We have on numerous occasions relied upon him to conduct projects of varying length and intensity, and he has never let our Aerie down.

Jovial, focused, energetic, and thorough, _____ remains one of our most trustworthy associates and friends. His character and sense of duty is strong indeed, and we know he will succeed in anything he undertakes primarily because he cares. Service and commitment are two traits which he takes perhaps more seriously than any others. For instance, he currently serves our local Aerie as its _____ after having been a member of the Fraternal Order of Eagles in excess of ___ years. All the while, he has been entirely successful in both planning and administration while also being the first to roll up his sleeves to pitch in where direct action is required.

Able to work on numerous tasks concurrently, he can both successfully complete and professionally manage them all if he has been requested to do so.

In conclusion, we proudly endorse _____ for his continued service in the British Columbia Provincial Aerie over the _____ term, decided by a majority vote on the floor of our Aerie, held on this day, _____, 20__.

Respectfully yours,

Worthy President
_____ Aerie #_____
Fraternal Order of Eagles

Worthy Secretary
_____ Aerie #_____
Fraternal Order of Eagles

**AERIE
SEAL**

Cc: Provincial Aerie Secretary _____; file.

AGENDA – _____th ANNUAL BC PROVINCIAL AERIE CONVENTION

WEDNESDAY JUNE __, 20__

Provincial Aerie Pre-Convention Executive Session @ 7:00 PM @ _____, _____ St.

THURSDAY JUNE __, 20__

JOINT CEREMONY

11:00 AM @ _____ (_____ St.)

Lunch: 12 PM to 12:45 PM

Provincial Aerie – Opening Session @ 1:00 PM @ _____, _____ St.

- 1 - Officers March-In
- 2 - Opening Ceremony
- 3 - Roll Call of Officers
- 4 - Introduction to Dais of Grand Aerie Reps and Honored Guests and Parliamentarian
- 5 - One Minute of Silence for Departed Brothers
- 6 - Provincial Aerie Obligation by _____
- 7 - Confirmation of all Provincial Committees
- 8 - Greetings from Provincial Aerie to Provincial Auxiliary
- 9 - Credentials Committee Report
- 10 - Adoption of Minutes from 20__ Convention
- 11 - Business Arising from 20__ Convention / Unfinished Business
- 12 - Communications
- 13 - 1st Reading of Proposed By-Law Changes

Recess until Friday, June __, 20__ @ 9:30 AM

Past Provincial Presidents Dinner @ _____, _____ St.

[Evening Entertainment at Aerie]

FRIDAY JUNE __, 20__

JOINT MEMORIAL SERVICE @ _____, (_____ St.) 8:00 AM SHARP

Provincial Aerie – Friday Morning Session @ 9:30 AM @ _____, (_____ St.)

- 1 - Roll Call of Officers
- 2 - Provincial Obligation by _____
- 3 - Address by Grand Aerie Representative or Other Guest
- 4 - Credentials Committee Report
- 5 - Report of Provincial Treasurer
- 6 - Report of Provincial Secretary
- 7 - 2nd Reading of Proposed By-Law Changes
- 8 - Reports of Provincial Aerie Committees
- 9 - Address by Grand Aerie Representative or Other Guest
- 10 - Report of the Provincial Nominations Committee

Recess until 1:00 PM

Lunch 12:00 PM to 12:45 PM

Provincial Aerie – Friday Afternoon Session @ 1:00 PM @ _____, (_____ St.)

- 11 - Address by Grand Aerie Representative or Other Guest
- 12 - Credentials Committee Report
- 13 - Report of Provincial Auditor
- 14 - 3rd Reading of Proposed By-Law Changes (& Voting)
- 15 - Report of Provincial Membership Board
- 16 - Reports of Provincial Aerie Committees

Recess until Saturday, June __, 20__ @ 9:00 AM

Joint Banquet @ _____, (_____ St.)

Cocktails at 5:00 PM Dinner at 6:00 PM

[Evening Entertainment at Aerie to follow]

SATURDAY JUNE __, 20__

AERIE ELECTIONS – polls open from 7:00 to 8:45 AM @ _____, _____ St.

Provincial Aerie – Saturday Morning Session @ 9:00 AM @ _____, (_____ St.)

- 1 - Roll Call of Officers
- 2 - Provincial Aerie Obligation by _____
- 3 - Remaining Provincial Committee Reports .
- 4 - Address by Grand Aerie Representative(s) and/or Other Guests
- 5 - New Business
- 6 - Bullthrower's Trophy
- 7 - Report of New Membership Board
- 8 - Provincial President's Address
- 9 - Good of the Order
- 10 - Closing in form of the __th BC Provincial Convention

JOINT INSTALLATION @ _____, (_____ St.)

1:00 PM - Photographs (copies of officer photos to Provincial Secretaries, please)

2:00 PM - Installation

Hospitality Get-Together for Installed Presidents @ _____, _____ St.

[following Installation and after Executives have completed their business]

The above format layout is to be included in the Convention booklet



CONVENTION 20__
PRE-REGISTRATION
FORM



Delegates and Past-Presidents for Aerie # _____
For BC Provincial Convention 20__, _____, B.C., June __ - __ 6, 20__
Please print names in block capitals, including first names

DELEGATES

ALTERNATES

VISITORS

PAST-PRESIDENTS / TEN YEAR SECRETARIES

REGISTRATION: \$40.00 EACH (includes Friday Night Joint Banquet ticket). Guest banquet tickets are \$35.00.
TOTAL AMOUNT SUBMITTED: _____

Remember, you are entitled to one delegate per one hundred members (or major portion thereof) as shown on your November 30th Per Capita statement.

Note: Your November 30th is automatically on file in MMS for the Provincial Secretary, and your **November Per Capita paid** to seat your Delegates and Past Presidents at the Convention.

Please send this completed list along with payment by cheque made out to 20__ BCFOE Convention, mailed to:
c/o Convention Aerie Organizer _____ at F.O.E. Aerie # ____, _____ St., _____, BC
V__ __.

[Please submit this completed form to the Convention Aerie Organizer no later than April 15th (if at all possible) since the list of names of those registered by that date will be used to prepare the Convention Committees List.]

Please submit a copy of this completed form (scanned preferably) to Provincial Secretary Will Heigh at wbh@telus.net or by mail to 301-33430 Bourquin Place, Abbotsford, BC, V2S 6V8.

20__ BC Provincial Convention

Receipts and Expenses

June ____ - ____, 20__

_____, B.C.

Receipts

Aerie full page ads (10)	\$ 750.00
Auxiliary full page ads (12)	\$ 900.00
Aerie 1/2 page ads (2)	\$ 80.00
Auxiliary 1/2 page ads (6)	\$ 240.00
Business ads	\$ 65.00
Christmas Raffle	\$ 51.00
LAFOE Raffles	\$ 1,539.25
Aerie Raffle	\$ 445.50
Golf	\$ 515.00
Convention Pins Sold (195 @ \$4.00)	\$ 780.00
Ladies Registration (cheque)	\$ 4,356.00
Men's Registration (cheque)	\$ 2,720.87
Downstairs Bar Receipts	\$ 2,116.00
Pictures	\$ 271.84
Extra Mens registration	\$ 270.00
Wednesday Dinner (53)	\$ 270.00
Thursday Lunch (105)	\$ 525.00
Friday Lunch (156)	\$ 780.00
Petty Cash used	\$ 350.00
Friday Mens Dinner (80)	\$ 960.00
Sunday Breakfast (118)	\$ 590.00

subtotal \$ 18,575.46

Account (Beginning) Balance* \$ 51.37

TOTAL REVENUE	\$ 18,626.83	TOTAL EXPENSES	\$ 13,840.56
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*This beginning balance can be added to by seeding it with raffle profits, 50/50s, etc. that can be conducted in the three years prior to Convention.

Expenses

Conv. Host Registration Bid (to Prov. Aerie)	\$ 500.00
Convention Pins	\$ 1,054.26
LAFOE Draw Cost	\$ 107.00
_____ Printing Co.	\$ 790.05
_____ Golf Course	\$ 450.00
_____ Flower Shop	\$ 294.42
Piano Rental (Cash)	\$ 57.25
Baskets for LAFOE	\$ 157.67
Hotel Room(s)	\$ 848.59
Convention Banquet (Friday) dinner (240)	\$ 4,095.96
Office Expenses	\$ 184.03
Event(s) Liquor License(s)	\$ 500.00
Wednesday Night BBQ	\$ 134.73
Thurs/Fri lunches	\$ 588.02
Sunday Breakfast	\$ 191.03
Band for Convention	\$ 1,350.00
Courtesy Car fuel	\$ 130.59
Advertising	\$ 112.02
Photography	\$ 274.24
Engraving	\$ 83.99
Liquor Used	\$ 1,322.46
Liquor Tickets	\$ 169.25
Attendees Registration ((@ \$5 per) to Prov. Aerie) This example shows 85 Brothers X \$5.00 per	\$ 445.00

Profit/(Loss)	\$ 4,786.27
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Shares of Profit	
Local Aerie	\$ 2,393.14
Local Auxiliary	\$ 2,393.14

Amounts included on this financial report template are for example only except the top line (in bold), and bottom line which is variable

The Convention Bid fee is due to the Prov. Aerie before Convention;

The Attendees Registration amount is due to Prov. Aerie with a copy of the actual report in September after Convention.

20__ BC Provincial Convention

Receipts and Expenses

June ____ - ____, 20__

_____, B.C.

Receipts

Aerie full page ads (10)	
Auxiliary full page ads (12)	
Aerie 1/2 page ads (2)	
Auxiliary 1/2 page ads (6)	
Business ads	
Christmas Raffle	
LAFOE Raffles	
Aerie Raffle	
Golf	
Convention Pins Sold (195 @ \$4.00)	
Ladies Registration (cheque)	
Men's Registration (cheque)	
Downstairs Bar Receipts	
Pictures	
Extra Mens registration	
Wednesday Dinner (53)	
Thursday Lunch (105)	
Friday Lunch (156)	
Petty Cash used	
Friday Mens Dinner (80)	
Sunday Breakfast (118)	

subtotal

Account (Beginning) Balance*

TOTAL REVENUE		TOTAL EXPENSES
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*This beginning balance can be added to by seeding it with raffle profits, 50/50s, etc. that can be conducted in the three years prior to Convention.

Expenses

Conv. Host Registration Bid (to Prov. Aerie)	
Convention Pins	
LAFOE Draw Cost	
_____ Printing Co.	
_____ Golf Course	
_____ Flower Shop	
Piano Rental (Cash)	
Baskets for LAFOE	
Hotel Room(s)	
Convention Banquet (Friday) dinner (240)	
Office Expenses	
Event(s) Liquor License(s)	
Wednesday Night BBQ	
Thurs/Fri lunches	
Sunday Breakfast	
Band for Convention	
Courtesy Car fuel	
Advertising	
Photography	
Engraving	
Liquor Used	
Liquor Tickets	
Attendees Registration (@ \$5 per) to Prov. Aerie) This example shows 85 Brothers X \$5.00 per	

Profit/(Loss)	
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Shares of Profit	
Local Aerie	
Local Auxiliary	

*Amounts included on this financial report template are for example only
except the top line (in bold), and bottom line which is variable*

The Convention Bid fee is due to the Prov. Aerie before Convention;

The Attendees Registration amount is due to Prov. Aerie with a copy of the actual report in September after Convention.

REQUEST

Please add ideas from your Convention that you think would be useful to those Host Aeries and Auxiliaries that host after you (then forward a copy of these notes to the Provincial Aerie).

One last thing: THANK YOU VERY MUCH for hosting a Provincial Convention!