



CALIFORNIA-HAWAII ELKS ASSOCIATION

Benevolent and Protective Order of Elks

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BASIC REQUIREMENTS TO HOST A CHEA CONVENTION

The following lists the typical requirements of needed hotel and meeting rooms for a CHEA Convention. Additionally, many volunteers and other resources are needed to host a Convention. The CHEA Convention Manual provides complete details on what it takes to prepare, stage, and deliver a successful and profitable Convention.*

1. Headquarters Hotel with a minimum of **six (6) suites** and a commitment of **300 class "A" rooms**.
2. Additional Hotels that can commit approximately **700 class "A" rooms**.
3. Meeting and Special Event Rooms for:
 - A. Room or Area for: *Convention Committee Information and Registration Tables.*
 - B. *Ritual Contest* – 2 contest rooms, 1 larger finals room, 1 each judges' and calculators' room, and 2 dressing rooms.
 - C. Room to accommodate 1,000 persons for *Opening Ceremonies, General Sessions, CHEA President's dinner and Exalted Rulers' March* (not simultaneously).
 - D. Hospitality room for 100 persons for: *Official Family Hospitality Suite.*
 - E. Exhibit Areas for: *CHEA Major Project, Committee Displays and Vendor Tables.*
 - F. Room for 10 persons for *CHEA Meetings Committee Meeting.*
 - G. Room for 50 persons, for three consecutive meetings: *CHEA Investments Committee, CHEMPI Board of Trustees, and CHEA Board of Trustees.*
 - H. Room for 25 persons, for *DDGER-designates and Sponsors meeting.*
 - I. Room for 25 persons, for *CHEA Advisory Committee (PSPs) meeting.*
 - J. Room for 100 persons for: *New CHEA President's Orientation.*
 - K. Room to accommodate 400 persons, for *new CHEA President's Luncheon and Reception* (not simultaneously).
 - L. Room for 125 persons, for *PDDGER and Lodge Advisors' Luncheon.*
 - M. Room for 250 persons, for *Secretaries and Trustees' Luncheon.*
 - N. Room for 450 persons, for *Ladies (Spouses) Luncheon.*
 - O. Room for 200+ persons for *CLMS2/Accounting Consultant/CHEA Secretary Seminar.*
 - P. Room for 305 persons, for *outgoing President's Appreciation Dinner.*
 - Q. Room for 25 persons, for *Past Presidents Wives' Breakfast.*
 - R. Room of approx. 500 sq. ft., for *Blue Coat Room.*
 - S. Room or area to accommodate the new *President's Rally assembly.*

*Specifications for each of the above meeting and event rooms, along with details on how to host a CHEA Convention, are contained in the **CHEA Convention Manual**. If your Lodge is interested in exploring the possibility of hosting a CHEA Convention, contact the CHEA Office at **(559) 255-4531**.

Note: Lodges are not authorized to make commitments or sign any contracts regarding a CHEA Convention prior to obtaining approval by the CHEA Meetings Committee and the CHEA Board of Trustees.

CHEA MEETINGS COMMITTEE
CHECKLIST FOR A PROPOSAL TO HOST A CHEA CONVENTION OR MID-TERM CONFERENCE
For 20 _____ Convention or Mid-Term Host Lodge or District: _____
Host City: _____

	<u>EVENT DESCRIPTION</u>	Comp (Date)
1.	Obtain and Review CHEA Requirements to Host a Convention or Mid-Term. Available at www.chea-ells.org	
2.	Form Executive Committee (EC)	
3.	EC Obtain "Open Dates" for event you want to host	
4.	EC Contact Host Hotel and Obtain Preliminary Costs and Availability of Lodging and Meeting Rooms	
5.	EC Obtain Current CHEA Convention or Mid-Term Manual	
6.	Obtain Lodge or District Approval.	
7.	EC Schedule Host Lodge Committee Meetings	
8.	Invite CHEA Meetings Committee (CMC) Member to Attend Host Committee Meeting(s)	
9.	EC Using a CHEA Manual as a guide, complete a Proposal to Host a Convention or Mid-Term	
10.	Attend Walk-Through of Headquarters Hotel	
11.	EC Complete Initial Operating Budget	
12.	EC Submit Completed Proposal and Initial Operating Budget to the CMC	
13.	Executive Committee Spokesperson Invited to attend a CMC meeting	
14.	Proposal Approved by CMC, or CMC has requested additional information	
15.	CMC-Approved Proposal Submitted to CHEA Trustees at: Mid-Term, Homecoming or Convention	
16.	Proposal Approved by CHEA Trustees, or has requested additional information	
17.	First CHEA Subsidy Payment Received from CHEA	
18.	EC submit draft Cover Letters, Lodging & Registration Forms, and Promotional Flyers to CMC for approval	

CHEA MEETINGS COMMITTEE
CHECKLIST FOR A PROPOSAL TO HOST A CHEA CONVENTION OR MID-TERM CONFERENCE
For 20 _____ Convention or Mid-Term Host Lodge or District: _____ Host City: _____

19.	Complete Final Operating Budget and submit to CMC for approval	
20.	CMC approval on Flyers and Registration Forms Received	
21.	Convention or Mid-Term Agendas Completed by CHEA Office Received	
22.	Second CHEA Subsidy Payment Received from CHEA	
23.	Final Operating Budget Approved by CMC	
24.	Letters and Forms sent to District Housing Coordinators, with copies to CMC members.	
25.	EC Attend Pre-Event Meeting w//Hotel Staff	
26.	Host a CHEA Convention or Mid-Term Conference	
27.	Conduct a Post-Convention or Mid-Term Debrief of Sub-Committee Chairs	
28.	Submit Final Host Report to CMC for approval, including comments by subcommittees.	
29.	Submit Additional Information Requested by CMC	
30.	Final Host Report Approved By CMC	
31.	CMC presents Final Host Report Approved By CMC to CHEA Trustees	
32.	Final CHEA Subsidy Payment Received from CHEA	
33.	EC send Thank You Letters Sub-Committee Members. Schedule "Party" for Volunteers	
34.	Submit to CMC Any Suggested Changes To Convention or Mid-Term Manual	
---	Misc. Comments	
