



CALIFORNIA-HAWAII ELKS ASSOCIATION

Benevolent and Protective Order of Elks

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BASIC REQUIREMENTS FOR A CHEA MID-TERM CONFERENCE

The following list indicates the hotel and meeting rooms needed for a CHEA Mid-Term Conference. Additionally, many volunteers will be needed to provide for the necessary functions; such as, transportation, registration, and hospitality.

1. Headquarters Hotel with a minimum of **six (6) suites** and a commitment of **220 class "A" rooms**.
2. Additional Hotels that can commit approximately **580 class "A" rooms**.
3. Meeting and Special Event Rooms for:
 - A. Meeting Room for **10 persons** for: CHEA Meetings Committee Meeting. (*Thurs. afternoon*)
 - B. Room or Area for: *Conference Committee Information and Registration Tables*. (*Thurs. evening through Sat.*)
 - C. Hospitality room for **100 persons** for: *Official Family Hospitality Suite*. (*Thurs. evening through Sat.*)
 - D. Exhibit Area for: *CHEA Committee Displays and Vendor Tables*. (*Fri. morning through Sat.*)
 - E. Meeting room for **100 persons** for: *CHEA President's meeting* with Vice Presidents, Committee Chairmen, and Past Association Presidents. (*Fri. morning*)
 - F. Meeting room for **125 persons**, for three consecutive meetings: *CHEA Investments Committee, CHEMAPI Board of Trustees, and CHEA Board of Trustees*. (*Fri. morning*)
 - G. Meeting room for **500 persons** for: *Exalted Rulers Conference*. (*Fri. afternoon*)
 - H. Meeting room for **275 persons** for: *Leading Knights Seminar*. (*Fri. afternoon*)
 - I. Meeting room for **250 persons** for: *Leading Knights Spouses Seminar*. (*Fri. afternoon*)
 - J. Meeting room for **300 persons** for: *Lodge Officers, Committee Chairmen Seminar*. (*Sat. morning*)
 - K. Meeting room for **500 persons** for: *Management Seminar* for Trustees, Secretaries, Club Managers, and DDGERS. (*Sat. morning*)
 - L. Meeting room for 200 persons for: *CLMS2/Accounting Consultant/CHEA Secretary Seminar*. (*Sat. afternoon*)
 - M. Meeting room for **125 persons** for: *Elks National Foundation Mass*. (*Sat. afternoon*)
 - N. Banquet room capable of accommodating **850 persons** for the *Elks National Foundation Dinner/Program*. (*Sat. evening*)
 - O. Miscellaneous rooms for **25 to 84 persons** for: *Breakfast, Luncheon, and Dinner Meetings*. (*Thurs. evening, Sat. at noon, and Sun. morning*) – See M/T Manual for details.

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

Note: Lodges are not authorized to make commitments or sign any contracts regarding a Mid-Term Conference prior to obtaining approval by the CHEA Meeting 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-elks.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	
