



Knights of Columbus - Chevaliers de Colomb
SASKATCHEWAN STATE COUNCIL- CONSEIL D' ETAT

Application to Host State Charity Appeal Draw/Dinner

Prefer to hold event on 1st Saturday of November. Application Deadline April 30th, 18 months prior to event

Date of Application _____ Proposed Date of Event _____ 20 ____.

Request by Council # _____ Name _____ District # _____.

Address _____ City _____, Sask.

Postal Code _____ .

Grand Knight _____ .

Address _____ City _____, Sask.

Postal Code _____ Telephone _____ Fax _____ .

Email _____ .

Pertinent Information (Anniversary, Special Event etc.)

Supported by District Deputy # _____ Name _____ .

Address _____ City _____, Sask.

Postal Code _____ Telephone _____ Fax _____ .

Signed: _____
Grand Knight **District Deputy**

For State Use.

Approved on the _____ day of _____ 20 ____ .

_____ State Deputy

Charity Appeal Draw & Dinner

Function Requirements:

All facilities are required to be handicapped accessible and non-smoking.

- Date** - To be held in early November annually - State to approve date. Do not book facilities prior to confirming dates.
- Day** - Must be on Saturday.
- Protocol** - Contact the State Protocol Director for direction with respect to Mass and Banquet assignments and seating arrangements. A head table is appropriate but not a necessity.
- Mass** - Mass to be held Saturday evening - Contact the State Chaplain to officiate if available.
-If the Mass is not a regular Parish Mass, the State Church Director will assign ministries.
- Facilities** - Hall sufficient for approximately 150 dinner and dancing guests.
- Banquet** - Catering/facilities to provide dinner and refreshment bar.
- Dance** - Music to be supplied. Band selection by Host committee but should be appropriate to attendees.
- Work Party** - Friday night or Saturday afternoon - space and approximately 20 volunteer workers to prepare ticket stubs for the draw drum. Provide a light lunch and refreshments when work complete.
- Draw Drum** - Host committee to arrange for obtaining drum from last location. Contact the State Office.
- Speakers** - State Deputy or his designate must be invited to speak.
- Committee handles MC duties but Appeal Chairman handles the draw at 10:00 p.m.
- Attendance** - State Board Members and their wives, Local Council and District Members and guests.
- Rooms** - Local hotels and/or billeting. Must have sufficient accommodation for attendees and be blocked for our exclusive use to permit those attending to pre book at the time of their pre- registration.
- Budget** - The committee must present a **balanced budget, a program, and potential dates** to the State Board in time for their consideration of all applications and to provide final approval 90 days prior to the event.
Any losses incurred are the responsibility of the host council.
- Advertising** - The committee is to prepare copy ready material in the form of a brochure or folder for distribution by the State office in their regular mail outs in time for councils to make proper decisions and pre-register for the event. This can only be sent to councils after proper board approval of the dates, facilities, budget and program has been completed and the host council formally notified of acceptance. Labels can be supplied for Council mailing.
- Public Relations**
- Winners and photos of winners to be submitted to the State Public Relations Chairman. Charity Appeal Chairman will publish a list of winners in Star Phoenix, Leader Post, and Prairie Messenger.
Councils may publish locally.
- Options:** - Dates usually available - middle two weekends in November or late October.
- Primarily a State Event but can also support local presentation and events such as Council Anniversaries, Special Member Awards, etc.