

Guide to Host District Convention

Any Lodge that wishes to present a bid to host the District Convention should present the following information to the delegation:

- ✓ Presentations should be no longer than 5 minutes
- ✓ The following information must be included in the presentation (all of which can be taken from the checklist that is provided on page 2.

Host information: including the name of the host, their Lodge and the location of the convention.	
Presenter information: Name and home Lodge and location of the Lodge	
Proposed Dates of the District Convention and Lodge Meeting	
Name and Location of the Convention Hotel which could include information about area	
Projected cost per room/per night including taxes and any incidentals not covered in room fee such as parking fees, etc	
Appropriate space for meetings, breakouts, Folk Art, coffee breaks (ability to bring in Norwegian baking), registration	
Proposed delegate package costs identifying what is included and what is extra, ie. lunches, coffee breaks, banquets, etc.	
Project costs to the District Board	

Checklist for District Convention Bidders

Year _____

Lodge Number and Name	
Lodge Location	
Permission from Lodge ? (date)	
Lodge Committee Chairs appointed?	
Bid submitted to District Secretary? Date submitted	
Dates proposed for the start & end (include weekday)	
Location of Convention - City	
Name of the Convention Hotel	
Minimum number of room nights agreed upon	
All required rooms are in convention hotel?	
Projected cost per room per night?	\$
Projected tax per room per night?	\$
Parking costs per night and/or any other costs a guest might incur	\$
Breakout rooms to be furnished by hotel at no cost to contracting party?	
Free space provided for vendor sales or displays?	
Free space provided for Folk Art Exhibition?	
Adequate space provided for coffee breaks?	
Permission to provide ethnic cookies for breaks & name of hotel contact who confirmed.	
Adequate room for Registration process?	
Proposed delegate package cost?	\$
Proposed District Lodge costs?	\$
Contracts approved by hosts + date	