

State Convention overview

Convention Host Committee duties

Overview

- State Convention is a multi-day celebration of the Iowa Knights of Columbus
- Traditional elements include
 - Exemplification of the Fourth Degree & Banquet
 - Annual State Council Business Meeting
 - Eucharistic Adoration, Daily Mass, & Confession
 - Convention Banquet and Awards Presentation
 - Hospitality

Host Committee

- Imperative to the overall success of the Convention
- Comprised of Knights, wives, and families/friends from the area of the host city
- Responsible for administrative and hospitality aspects of the Convention
- Works in conjunction with the State Council

Relationship to State Council



Committee positions

- Chair
- Secretary
- Treasurer
- Raffle Chair(s)
- Advertising Chair(s)
- Youth Activities Chair(s)
- Ladies Activities Chair(s)
- Liturgy Chair
- Fourth Degree liaison
- Volunteers
- Coordinator
- Registration Chair
- At-large

Volunteers can make or break

- Start planning NOW for getting volunteers
 - Will need between 180 and 200 volunteers, not including people for Adoration
- Need buy-in from ALL local councils and churches
 - Volunteers do NOT have to be Knights (some do), or Catholic, or male

Main Duties

- Promotion
- Advertising
- Raffle
- Silent/ Live Auction
- Liturgical coordination (inc'l Adoration)
- Ladies Luncheon
- Hospitality
- Youth/ Young Adult Activities

Finances

- Two bank accounts governed by Host Committee
- Will begin with a small amount of seed money being provided by previous Convention
- Advertising funds are used to cover items financed by CHC, leftovers donated to local charities
- Raffle funds used to donate to charities
 - Some funding goes to IA KofC Charitable Foundation, rest to charities in local area

Items financed by CHC

- Raffle (tickets and prizes)
- Silent/Live Auction items (most are donated)
- Advertising Book (printing)
- Participant souvenirs (if any)
- Directional signage (some provided by State)
- Liturgical décor and materials
 - Mass space, Adoration Chapel
- Misc. extra audio/video needs during the weekend
 - Screens, projectors, microphones

Items financed by CHC

- Decorations
 - Saturday banquet
 - Ladies Luncheon on Saturday
 - Ladies brunch on Sunday (if done)
- Flowers/floral arrangements
 - Adoration Chapel
 - Mass space

Items financed by CHC

- Hospitality
 - Friday afternoon and after banquet
 - Saturday during day and after banquet
 - Sunday morning
- Ladies activities
 - Ladies Luncheon (some funds to come from tickets sold)
 - Other ladies activities

Items financed by CHC

- Youth/Young adult activities
 - Friday evening
 - During 4th Degree Banquet
 - Saturday
 - Ladies Luncheon
 - Convention banquet
 - Can add additional times/ events
 - Sunday
 - Only if formal ladies activities occur

Expectations of the CHC

- Work together as a team
 - Monthly meetings, numerous e-mails, phone calls, going crazy from March 1 through April 15
- Work well with various members of State team
 - State Deputy, Convention Director, Master of Fourth Degree, State Program Director, Admin Assistant, State Liturgy Coordinator

Things we know already

- Dates- _____
- Agenda
 - Friday- Exemplification of 4th Degree
 - Saturday- Mass, Business Meeting, Saturday Seminars, Ladies Luncheon, Banquet
 - Sunday- Mass, Business Meeting
- Amenities

Next Steps

- Continue to identify key people & complete committee
- Set date/time for monthly meetings
 - Could be 2nd Sunday at 2:00 PM at local churches in area
- Start working to make the Convention uniquely YOU!!!!!!