

MANITOBA ELKS AND ROYAL PURPLE WALKATHON

HOST LODGE GUIDELINES

1. Meet with the Joint Provincial Walkathon Committee to review arrangements and requirements for hosting this event.
2. Arrange for a banquet for Saturday evening to facilitate presentations and the draw. All other activities for the weekend will be left to the discretion of the Host Lodges.
3. Set a registration fee, to be as low as possible, to cover all socials, banquet and other events and to make provision for those who do not want to attend all functions.
4. To send information to all Lodges advising of accommodation available including the cost, the social events taking place and any other information pertinent to the success of the event.
5. Arrange to publicize the event for the benefit of the members and to the general public.
6. Provide an area for the reception of guests and to have available tickets and information for those who wish to participate in the walk or wish to attend other functions.
7. Provide a room or suitable area, with privacy, for accounting and preparation for the draw.
8. Provide an appropriate draw box/drum.
9. To map out a route of reasonable length for the Walk.
10. Arrange a "half way" point for walkers to rest, also make available refreshments and rest room facilities.
11. Acquire any permits that may be required by the RCMP, Town/City.
12. Arrange parade route to the cenotaph and have a band or suitable appropriate music if possible.
13. Provide P/A system for the banquet and cenotaph ceremony.
14. Co-ordinate, with the Provincial Committee, banquet arrangements and seating for the head table guests.

Example of head table:

Grand Exalted Ruler	-	Supreme Honored Lady
Provincial Presidents	-	Provincial Walkathon Chairman
Host Exalted Ruler	-	Host Honored Royal Lady
Master of Ceremonies		

15. Arrange to have a Master of Ceremonies.
16. Be responsible for the registration of the Supreme Honoured Royal Lady and the Grand Exalted Ruler. Payment for the cost of the accommodation for both is optional.

Note: The Forward Planning Committee (2003) of the Prov. Association recommended and the Foundation subsequently concurred, that, if possible, the Walkathon be held on Saturday and Sunday (as opposed to Fri/Sat/Sun) with an agenda as follows:
Saturday: Parade to cenotaph - lunch - Walk - banquet - social
Sunday : breakfast - golf tournament starting at 11:00 hrs.