

**KNIGHTS OF COLUMBUS
NEW HAMPSHIRE STATE COUNCIL
EVENT BID INVITATION**

Quarterly Meeting (circle choice) Summer Fall Winter

Accommodations required:

- Be prepared for up to 150 people
- Hot meal price not to exceed \$7.00 per person
- Head table to accommodate at least 8 people (12 with ladies present)
- 15 District tables (accommodate up to 12 people per district)
- 2 additional tables (PSDs, Agency, Director, Chairmen)
- American Flag
- Podium (portable or tabletop is adequate) and gavel
- Adequate sound system (w/ a wireless microphone is a bonus)
- Ability to connect at least 3 laptop computers
- Ability to connect one LCD projector
- Projector screen (Minimum 6' x 6' or large white wall)
- Separate room for ladies project(s) work
 - Should accommodate 25
- Air Conditioning during warmer months is a bonus.

The host Council is expected to provide the menu for this event to the State Deputy at least 6-weeks prior to the event in writing including cost per person. Exceeding the \$7 limit will require State Deputy permission. Host Council will collect all funds due the council and issue tickets for the meals as they see fit. Host Council is free to conduct any local activity such as a 50/50 raffle before the beginning of the meeting.

Council Name & Number	
Proposed location	
Grand Knight	
Signature	

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Free Throw Contest

Host Council will:

- Secure the gymnasium at no cost to the State Council.
 - If there will be a cost for this service the State Deputy must be notified and agree to the cost.
- Gymnasium must have adequate equipment (multiple goals) to provide space for the shoot-off by age groups so that it is possible to finish several age groups simultaneously.
- Provide adequate personnel to operate the entire event.
 - State officers, directors and chairmen in attendance may be pressed into service if they wish.
- Establish required free throw line as discussed in the competition booklet provided by Supreme Council
- Provide basketballs of the proper size and weight as required by the rules booklet.
- Provide clip boards and pencils for the judges and scorers at each goal set-up.
- Provide adequate personnel to greet and register all contestants
- May provide refreshments at a reasonable price to attendees
- If a meal is provided all contestants will be allowed to eat without charge.
- If a meal is provided the Council charge shall not exceed \$7 per person
- Provide adequate table space to display trophies
- Provide adequate sound system to allow the announcements for such things as the rules, order of the event and other announcements as needed.

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Soccer Kick

Host Council will:

- Secure an adequate facility with at least 6 goals established with the configuration required by the rules of the event at no cost to the State Council
- Notify the State Deputy at least 8 weeks in advance of the location for the event.
- Establish the free kick line as required by the rules of the event by age
- Provide adequate soccer balls of the size and weight required by the rules of the event.
- Provide adequate personnel for judging and scoring
- Provide adequate clipboards and pencils for judges and scorers
- Provide a table large enough to contain the trophies and other items required to be presented to the contestants.

Host Council may:

- Provide a meal or refreshments at a reasonable price
 - Contestants shall not be charged
- Advertise a local event or operate a 50/50 raffle if desired

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Cribbage Tournament

Spring

Fall

Host Council shall:

- Provide adequate facility for the event
- Provide registration services for teams and individuals
- Provide menu to the State Deputy at least 8 weeks prior to the event
- Meal cost shall not exceed \$7 without prior written consent of the State Deputy
- Provide adequate tables to support _____ simultaneous games
- Provide adequate supply of cribbage boards
- Provide adequate supply of playing cards
- Provide adequate scoring tools

Host Council may:

- Operate a separate refreshment stand or cash bar
- Operate a separate raffle such as a 50/50 raffle

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Birth Right Dinner

typically in late February or early March

Host Council shall:

- Notify the State Deputy of the chosen date at least 12 weeks prior to the scheduled event
- Provide an adequate space capable of seating up to 150 people at no cost to the State Council.
 - Round tables preferred but not required.
- Provide adequate personnel to prepare serve and clean-up after the event.
- Provide a head table capable of seating 14 people
- Display American flag at or near head table
- Provide a podium and microphone at head table
- Provide State Deputy with the menu choice(s) 8-weeks prior to the event
 - State Deputy may delegate this activity to the State Pro-Life Director
- Provide a meal (menu approved) and charge no more than \$12 per person for admission
 - Meal may be buffet or served
 - China and metal flatware preferred
- Provide adequate area for demonstrations in close proximity to the dining area
- Provide power for use of laptop computer and LCD Projector
- Provide 6' x 6' projection screen or flat white wall

Host Council may:

- Operate a local raffle event such as a 50/50 raffle in conjunction with the dinner

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Host Exemplification of the Third Degree of the Order

Schedule to be established by the State Deputy and Ceremonials Chairman typically on Sunday afternoons beginning at about 12 noon. Evening degrees may be established and will begin at approximately 7:00 PM

Host Council shall:

- Provide adequate space(s) (typically 3 separate rooms) as directed by the rules of the Order
 - Exceptions may be allowed with concurrence of Ceremonials Director
- Provide tables and chairs as required by the rules of the Order
- Coordinate all degree related activity with the Host District Deputy as required by the rules of the Order
- Provide adequate electrical connections (wall plugs) for displays required by the rules of the Order
- Be prepared for up to 100 candidates and 100 observers.
 - Typical attendance is closer to 65 members and candidates total
- Prepare an adequate hot meal for the event
 - Exceptions to the meal requirement will be allowed for week night events.
- Not charge more that \$7 per person for the meal
- Be prepared to absorb the cost of meals for the degree team
 - Typically a total of 10-12 persons
- Provide personnel to accept meal fees at the door
 - All meal fees should be turned over to the host Council FS
- Provide personnel to accept degree fees at the door
- Turn over all degree fees to the host District Deputy
 - \$5 per person as of 4/2010
- Provide adequate personnel to direct and control candidates as required by the rules of the Order
- Provide adequate personnel to serve the meal and clean-up after the event

Host Council may:

- Conduct a local activity such as a 50/50 raffle in conjunction with the degree provided it does not interfere with the degree.
- Alter the cost of the meal in certain instances if allowed by the State Deputy and/or Ceremonials Director

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