

# Celebration Checklist

Celebration Type:  Annual  Summer  Fall  Winter  All-State/Provincial  Mini  Other

Celebration Date(s): \_\_\_\_\_ through \_\_\_\_\_

Celebration Goal(s):

- Improve Member Satisfaction  
 Increase Membership #s  
 Increase Charitable Donations

- Increase Community Involvement  
 Increase Moose Legion Operations (through Training)  
 Other: \_\_\_\_\_

Moose Legion Name: \_\_\_\_\_ #: \_\_\_\_\_ State: \_\_\_\_\_

Host Lodge Name: \_\_\_\_\_ #: \_\_\_\_\_ City: \_\_\_\_\_

Active LMLC?

Yes. Asst. Sec. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_; or  
 LMLC Chairman Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

No. Governor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_; or  
 Administrator Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Step	Accountability	Tool / Resource(s)
<b>1. Create preliminary celebration plan.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule planning meeting.</li> <li><input type="checkbox"/> Identify celebration goal(s).</li> <li><input type="checkbox"/> Create preliminary agenda.</li> <li><input type="checkbox"/> Estimate celebration costs.</li> <li><input type="checkbox"/> Identify critical task timeline.</li> </ul>	<b>ALL: President, Committee Chairmen, Secretary, Asst. Sect'y</b> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• All</li> <li>• All</li> <li>• All</li> <li>• All</li> </ul>	<ul style="list-style-type: none"> <li>• Email Meeting Notification</li> <li>• This Checklist (Top Section)</li> <li>• Draft .xls Agenda (ideas on Page 3)</li> <li>• Previous QB Income &amp; Expenses</li> <li>• Planning Meeting Minutes</li> </ul>
<b>2. Obtain plan approval signatures from:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> President</li> <li><input type="checkbox"/> LMLC Chairman</li> <li><input type="checkbox"/> Governor / Administrator</li> </ul>	<b>ML Secretary</b>	Email with following attachments: <ul style="list-style-type: none"> <li>• Celebration Checklist (top row)</li> <li>• Preliminary Agenda</li> <li>• Planning Meeting Minutes</li> </ul>
<b>3. Schedule future meetings.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Negotiate/Set meeting dates, locations, and times.</li> <li><input type="checkbox"/> Prepare/submit meeting agendas.</li> <li><input type="checkbox"/> Attend meetings as scheduled.</li> <li><input type="checkbox"/> Record/Forward minutes.</li> </ul>	<b>ML Secretary</b> <ul style="list-style-type: none"> <li>• Host Lodge Input</li> <li>• Attendee Input (optional)</li> <li>• All Attendees</li> <li>• For communication at Lodge</li> </ul>	<ul style="list-style-type: none"> <li>• Email or Phone</li> <li>• Emailed Meeting Agenda</li> <li>• Confirmed Meeting Room.</li> <li>• Emailed Minutes (15 days after each meeting)</li> </ul>

## Celebration Checklist (cont)

Step	Accountability	Resource(s)
<b>4. Send <u>final</u> celebration agenda to:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> President</li> <li><input type="checkbox"/> Assistant Secretary</li> <li><input type="checkbox"/> ML Committee Chairmen</li> <li><input type="checkbox"/> Governor / Administrator</li> </ul>	<b>ML Secretary</b>	Email with following attachments: <ul style="list-style-type: none"> <li>• This Checklist</li> <li>• Updated/Final .xls Celebration Agenda</li> </ul>
<b>5. Promote the celebration (quarterly, at minimum).</b>	<b>ALL: Moose Legionnaires in jurisdiction.</b> <ul style="list-style-type: none"> <li>• Chaplain (Moose Legion posts)</li> <li>• Asst. Sec (Lodge posts)</li> </ul>	<ul style="list-style-type: none"> <li>• ML and Lodge Newsletters</li> <li>• ML and Lodge Web Sites</li> <li>• Lodge Bulletin Boards</li> <li>• Official Email</li> </ul>
<b>6. Confirm celebration resources. Contact:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Host Lodge Resources</li> <li><input type="checkbox"/> Hotel representative</li> <li><input type="checkbox"/> Entertainment personnel.</li> <li><input type="checkbox"/> Guest Speakers</li> <li><input type="checkbox"/> Food/Beverage Vendor (opt)</li> </ul>	<b>ML Secretary</b> <ul style="list-style-type: none"> <li>• LMLC assistance</li> <li>• Moose Legion Committee(s) or Sub-Committee(s) assistance</li> </ul>	Previous Planning Meeting Minutes (from following timeframes at min): <ul style="list-style-type: none"> <li>• 6 months prior to celebration</li> <li>• 3 months prior to celebration</li> <li>• 1 month prior to celebration</li> <li>• Contingency Plan (if necessary)</li> </ul>
<b>7. Attend the celebration.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set up celebration.</li> <li><input type="checkbox"/> Register attendees and guests.</li> <li><input type="checkbox"/> Issue receipts for funds collected.</li> <li><input type="checkbox"/> Provide membership and financial updates (if needed)</li> <li><input type="checkbox"/> Survey attendees.</li> </ul>	<b>ML Secretary</b> <ul style="list-style-type: none"> <li>• Host Lodge assistance</li> <li>• LMLC assistance</li> <li>• Financial Director assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Furniture, equipment, etc.</li> <li>• Registration Member/Guest list</li> <li>• Receipts &amp; Receipt Logbook</li> <li>• Membership Reports, Balance Sheet, or P&amp;L Statement</li> <li>• Printed Surveys; Word of Mouth</li> </ul>
<b>8. Evaluate the celebration.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule debrief meeting (final meeting at celebration).</li> <li><input type="checkbox"/> Attend meeting; provide feedback.</li> <li><input type="checkbox"/> Record/store feedback.</li> <li><input type="checkbox"/> Settle outstanding celebration funds.</li> <li><input type="checkbox"/> Post celebration results comments from attendees.</li> </ul>	<b>ALL: President, Secretary, Asst. Sect’y, Chairmen, Governor, Administrator</b> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• ALL</li> <li>• Secretary</li> <li>• Secretary and Administrator</li> <li>• Asst Sect’y and Chaplain</li> </ul>	<ul style="list-style-type: none"> <li>• Emailed Agenda</li> <li>• Original Celebration Checklist Agenda, and Personal Notes</li> <li>• Meeting Minutes</li> <li>• Lodge Reimbursements; QuickBooks Entries</li> <li>• Newsletters, Websites, Bulletin Boards, etc.</li> </ul>

President Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Governor Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Ambassador Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required for All State/Provincial Celebrations only)

## Celebration Daily Agenda Suggestions:

<b>Agenda Items</b> <i>(in no specific sequential order)</i>	<b>Target Audience(s):</b> <i>(be aware of the audience; subject to change)</i>	<b>Resources</b> <i>(at minimum)</i>
<input type="checkbox"/> <b>Registration</b>	Moose Legionnaires, Directors, OVs, Ladies	Lodge/Hotel rooms; equipment
<input type="checkbox"/> <b>Opening Reception</b>	Moose Legionnaires, Directors, OVs	Lodge/Hotel rooms/; equipment
<input type="checkbox"/> <b>Meals</b> <input type="checkbox"/> Breakfast on Day(s) _____ <input type="checkbox"/> Lunch on Day(s) _____ <input type="checkbox"/> Dinner on Day(s) _____	Moose Legionnaires, Directors, OVs, Candidates, Ladies	<i>No correlation to meal type:</i> <ul style="list-style-type: none"> <li>▪ LMLC Asst. Sect'y</li> <li>▪ SQ Mgr, Wait Staff, Volunteers</li> <li>▪ Lodge Activities Chairman</li> <li>▪ Vendors</li> </ul>
<input type="checkbox"/> <b>Moose Legion Business Meeting(s):</b> <input type="checkbox"/> Board of Directors Meeting <input type="checkbox"/> General Membership Meeting <input type="checkbox"/> Standing Committee Meeting <input type="checkbox"/> Special Audit Meeting <input type="checkbox"/> Nomination Committee Meeting <input type="checkbox"/> Election Committee Meeting <input type="checkbox"/> Other Meeting _____	<i>Per Meeting Type:</i> <ul style="list-style-type: none"> <li>▪ Directors</li> <li>▪ Directors, LMLC Asst. Sect'y, Members</li> <li>▪ Committee / Sub-Committee Members</li> <li>▪ Audit Committee Members</li> <li>▪ Committee Members</li> <li>▪ Committee Members</li> <li>▪ _____</li> </ul>	<i>Agenda, Minutes, Endow \$ for all:</i> <ul style="list-style-type: none"> <li>▪ Membership/\$ Reports, Bills</li> <li>▪ Membership/\$ Reports, Bills</li> <li>▪ Committee/Sub-committee status</li> <li>▪ Balance Sheet, P&amp;L; QB access</li> <li>▪ Potential Nominee List</li> <li>▪ Nominee List; written ballots</li> <li>▪ Sub-Committee Members</li> </ul>
<input type="checkbox"/> <b>Moose Legion Training Session(s):</b> <input type="checkbox"/> MLEC <input type="checkbox"/> SEC <input type="checkbox"/> Other _____	<i>Per Session Type:</i> <ul style="list-style-type: none"> <li>▪ Directors, Chairmen, LMLC Asst. Sect'y</li> <li>▪ ML Secretary's; LMLC Asst. Secretaries</li> <li>▪ _____</li> </ul>	<i>For any MI Training:</i> <ul style="list-style-type: none"> <li>▪ Trainer (Find a Trainer link)</li> <li>▪ Training Materials</li> <li>▪ Training Fee; ML Receipts/Log</li> </ul>
<input type="checkbox"/> <b>Moose Legion Ceremony(ies):</b> <input type="checkbox"/> Conferral <input type="checkbox"/> Orientation <input type="checkbox"/> Golden Ball/Legacy of the Moose	<i>Per Ceremony Type:</i> <ul style="list-style-type: none"> <li>▪ Candidates, Pres., Sec, Members, Officers</li> <li>▪ Candidates, Pres., Sec, Members, Officers</li> <li>▪ Candidates, Pres., Sec, Members, Officers</li> </ul>	<i>Pending Ceremony Type:</i> <ul style="list-style-type: none"> <li>▪ <i>Guide to Success</i></li> <li>▪ Paraphernalia</li> <li>▪ DVDs</li> </ul>
<input type="checkbox"/> <b>Moose Legion Award Presentations:</b> <input type="checkbox"/> MLoY Award <input type="checkbox"/> Fraternal Service Award <input type="checkbox"/> Other _____	<i>Per Award Type:</i> Recipient, Regional & Int'l Moose Legion Representatives, Directors, Members, OVs	Awards
<input type="checkbox"/> <b>ML Ritual Competition</b>	Teams, Reg./Int'l ML Judges, Dir, Members	Team Rosters, Rules, and Results
<input type="checkbox"/> <b>Guest Speaker:</b> _____	Moose Legionnaires, Directors, OVs	
<input type="checkbox"/> <b>ML Fun Events:</b> <input type="checkbox"/> Moose Legionnaire closed event <input type="checkbox"/> Moose Legionnaire family event <input type="checkbox"/> Public event	<i>Per Event Type:</i> <ul style="list-style-type: none"> <li>▪ Moose Legionnaires, Ladies</li> <li>▪ " and Families</li> <li>▪ " and Public</li> </ul>	<i>As-needed per event type:</i> <ul style="list-style-type: none"> <li>▪ Equipment; waivers;</li> <li>▪ Supplies; prizes; resale merch</li> <li>▪ Permits, special dispensation</li> </ul>
<input type="checkbox"/> <b>Closing Reception</b>	Moose Legionnaires, Directors, OVs, Ladies	Surveys