

# Celebration Agenda Guidelines

<b>Agenda Items</b> <i>(in no specific sequential order)</i>	<b>Target Audience(s):</b> <i>(be aware of the audience)</i>	<b>Resources</b> <i>(at minimum)</i>
<b>Registration</b>	Moose Legionnaires, Directors, OVs, Ladies	Lodge/Hotel rooms; equipment
<b>Opening Reception</b>	Moose Legionnaires, Directors, OVs	Lodge/Hotel rooms; equipment
<b>Meals</b> <ul style="list-style-type: none"> <li>▪ Breakfast on Day(s):</li> <li>▪ Lunch on Day(s):</li> <li>▪ Dinner on Day(s):</li> </ul>	Moose Legionnaires, Directors, OVs, Candidates, Ladies	<i>No correlation to meal type</i> <ul style="list-style-type: none"> <li>▪ LMLC Asst. Secretary</li> <li>▪ SQ Mgr., Wait Staff, Volunteers</li> <li>▪ Lodge Activities Chairman</li> </ul>
<b>Moose Legion Business Meeting(s)</b> <ul style="list-style-type: none"> <li>▪ Board of Directors Meeting</li> <li>▪ General Membership Meeting</li> <li>▪ Standing Committee Meeting</li> <li>▪ Special Audit Meeting</li> <li>▪ Nomination Committee Meeting</li> <li>▪ Election Committee Meeting</li> <li>Other Meeting _____</li> </ul>	<i>Per Meeting Type</i> <ul style="list-style-type: none"> <li>▪ Directors</li> <li>▪ Directors, LMLC Asst. Secretary, 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>
<b>Moose Legion Training Session(s)</b> <ul style="list-style-type: none"> <li>▪ MLEC</li> <li>▪ SEC</li> <li>▪ Other _____</li> </ul>	<i>Per Session Type</i> <ul style="list-style-type: none"> <li>▪ Directors, Chairmen, LMLC, Asst. Secretaries</li> <li>▪ ML Secretaries, LMLC Asst. Secretaries</li> <li>▪ _____</li> </ul>	<i>All required for any MI Training</i> <ul style="list-style-type: none"> <li>▪ Trainer</li> <li>▪ Training Materials</li> <li>▪ Training Fee, ML Receipts/Log</li> </ul>
<b>Moose Legion Ceremonies</b> <ul style="list-style-type: none"> <li>▪ Conferral</li> <li>▪ Orientation</li> <li>▪ Golden Ball/Legacy of the Moose</li> </ul>	<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>▪ Guide to Success</li> <li>▪ Paraphernalia</li> <li>▪ DVDs</li> </ul>
<b>Moose Legion Award Presentations</b> <ul style="list-style-type: none"> <li>▪ Moose Legion Award of Excellence</li> <li>▪ Other _____</li> </ul>	<i>Per Award Type</i> <ul style="list-style-type: none"> <li>▪ Recipient, Regional &amp; Intl. ML Representatives, Directors, Members, OVs</li> </ul>	Awards
<b>MI Ritual Competition</b>	Teams, Reg/Intl. ML Judges, Directors, Members	Team Rosters, Rules and Results
<b>Guest Speaker</b>	Moose Legionnaires, Directors, OVs	
<b>ML Fun Events</b> <ul style="list-style-type: none"> <li>▪ Moose Legionnaire closed event</li> <li>▪ Moose Legionnaire family event</li> <li>▪ Public event</li> </ul>	<i>Per Event Type</i> <ul style="list-style-type: none"> <li>▪ Moose Legionnaires, ladies</li> <li>▪ MLs, ladies &amp; families</li> <li>▪ ML, ladies, families &amp; public</li> </ul>	<i>As needed per event type</i> <ul style="list-style-type: none"> <li>▪ Equipment, waivers</li> <li>▪ Supplies, prizes, resale merchandise</li> <li>▪ Permits, special dispensation</li> </ul>
<b>Closing Reception</b>	Moose Legionnaires, Directors, OVs, Ladies	Surveys