

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. President Name: _____ Phone: _____ Email: _____; or
Administrator Name: _____ Phone: _____ Email: _____

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

Celebration Checklist (cont)

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

President Signature _____ Date: _____
 President Signature _____ Date: _____
 Ambassador Signature _____ Date: _____

(Required for All State/Provincial Celebrations only)

Celebration Daily Agenda Suggestions:

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