

# Celebration Checklist

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

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

Celebration Goal(s):

- Improve Member Satisfaction  Increase Community Involvement  
 Increase Membership #s  Increase Moose Legion Operations (through Training)  
 Increase Charitable Donations  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> a. Schedule planning meeting. b. Identify celebration goal(s). c. Create preliminary agenda. d. Estimate celebration costs. e. Identify critical task timeline.	<b>ALL: President, Committee Chairmen, Secretary, Asst. Sect'y</b> a. Secretary b. All c. All d. All e. Secretary	<input type="checkbox"/> Email meeting notification. <input type="checkbox"/> Top section of this checklist <input type="checkbox"/> Excel file. See Page 3 for ideas. <input type="checkbox"/> Column on agenda .xls file. <input type="checkbox"/> Dates documented in Minutes.
<b>2. Obtain plan approval signatures from:</b> a. President b. LMLC Chairman c. Governor / Administrator	<b>ML Secretary</b>	Email with following attachments: <input type="checkbox"/> Celebration Checklist (top row) <input type="checkbox"/> Preliminary Agenda <input type="checkbox"/> Minutes from planning meeting
<b>3. Schedule future meetings.</b> a. Negotiate/Set meeting dates, locations, and times. b. Prepare/submit meeting agendas. c. Attend Meetings as scheduled. d. Record/Forward minutes.	<b>ML Secretary</b> a. With Host Lodge input b. With attendee input (optional) c. With all attendees d. For communication at Lodge	<input type="checkbox"/> Email or Phone <input type="checkbox"/> Emailed Meeting Agenda <input type="checkbox"/> Confirmed meeting room. <input type="checkbox"/> Emailed Minutes (2 weeks after each meeting)

## Celebration Checklist (cont)

Step	Accountability	Resource(s)
<b>4. Send <u>final</u> celebration agenda to:</b> a. President b. Assistant Secretary c. ML Committee Chairmen d. Governor / Administrator	<b>ML Secretary</b>	Email with following attachments: <input type="checkbox"/> Updated/Final Agenda
<b>5. Promote the celebration (quarterly, at min).</b>	<b>ALL: Moose Legionnaires in jurisdiction.</b> a. Chaplain for posting at ML b. Asst. Sec for posting at Lodge	<input type="checkbox"/> ML and Lodge Newsletters <input type="checkbox"/> ML and Lodge Web Sites <input type="checkbox"/> Lodge Bulletin Boards <input type="checkbox"/> Official Email
<b>6. Confirm celebration resources. Contact:</b> a. Host Lodge Resources b. Hotel representative c. Entertainment personnel. d. Guest Speakers e. Food/Beverage Vendor (opt)	<b>ML Secretary</b>  <ul style="list-style-type: none"> <li>• With LMLC assistance</li> <li>• With Moose Legion Committee/Sub-Committee assistance</li> </ul>	Most recent planning meeting minutes at the following timeframes: <input type="checkbox"/> 6 months prior to celebration <input type="checkbox"/> 3 months prior to celebration <input type="checkbox"/> 1 month prior to celebration <input type="checkbox"/> Contingency Plan (if necessary)
<b>7. Attend the celebration.</b> a. Set up celebration. b. Register attendees and guests. c. Issue receipts for funds collected. d. Provide ML membership and financial updates (if required). e. Survey attendees.	<b>ML Secretary</b> a. With Host Lodge assistance b. With LMLC assistance c. With Financial Director assistance	<input type="checkbox"/> Furniture, equipment, etc. <input type="checkbox"/> Registration Member/Guest Lists <input type="checkbox"/> ML Receipts & Receipt Logbook <input type="checkbox"/> Membership Reports, Balance Sheet, or P&L. <input type="checkbox"/> Printed surveys / word of mouth
<b>8. Evaluate the celebration.</b> a. Schedule debrief meeting (final meeting at celebration). b. Attend meeting; provide feedback. c. Record/store feedback. d. Settle outstanding celebration funds. e. Post celebration results comments from attendees.	<b>ALL: President, Secretary, Asst. Sect'y, Chairmen Asst. Sect'y, Host Lodge Resource(s)</b> a. Secretary b. ALL. c. Secretary d. Secretary and Administrator e. Asst Sect'y and Chaplain	<input type="checkbox"/> Emailed agenda. <input type="checkbox"/> Original Celebration Checklist Agenda, and personal notes <input type="checkbox"/> Meeting Minutes <input type="checkbox"/> Lodge reimbursements; QuickBooks entries <input type="checkbox"/> Newsletters, websites, bulletin boards, etc.

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>(subject to change just know who they are)</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</li> <li>• Lunch</li> <li>• Dinner</li> </ul>	Members, Candidates, Ladies, OVs	<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>
<b>ML Business Meetings:</b> <ul style="list-style-type: none"> <li>• Board of Directors Meeting</li> <li>• General Membership Meeting</li> <li>• Standing Committee Meeting</li> <li>• ML Audit</li> <li>• ML Nomination Committee Mtg</li> <li>• ML Election</li> <li>• Sub-Committee Meeting</li> </ul>	<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 / Sub-Committee Members</li> <li>▪ Committee / Sub-Committee Members</li> <li>▪ Committee / Sub-Committee Members</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>ML Training Sessions:</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. Sect'y</li> <li>▪ ML Secretary's; LMLC Asst. Secty's</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>
<b>ML 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>▪ <i>Guide to Success</i></li> <li>▪ Paraphernalia</li> <li>▪ DVDs</li> </ul>
<b>ML Award Presentations:</b> <ul style="list-style-type: none"> <li>• MLOY</li> <li>• Fraternal Service Award</li> </ul>	<i>Per Award Type:</i> <ul style="list-style-type: none"> <li>▪ Recipient</li> <li>▪ Regional &amp; Int'l ML Reps, Directors Members, OV</li> </ul>	Awards
<b>ML Ritual Competition:</b>	Teams, Reg./Int'l ML Judges, Dir, Members	Team Rosters, Rules, and Results
<b>Guest Speaker Presentation</b>		
<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>▪ " 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>
<b>Closing Reception</b>	Moose Legionnaires, Directors, OVs	Surveys