



CALIFORNIA-HAWAII ELKS ASSOCIATION

Benevolent and Protective Order of Elks

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BASIC REQUIREMENTS TO HOST A CHEA CONVENTION

The following lists the typical requirements of needed hotel and meeting rooms for a CHEA Convention. Additionally, many volunteers and other resources are needed to host a Convention. The CHEA Convention Manual provides complete details on what it takes to prepare, stage, and deliver a successful and profitable Convention.*

1. Headquarters Hotel with a minimum of **six (6) suites** and a commitment of **300 class "A" rooms**.
2. Additional Hotels that can commit approximately **700 class "A" rooms**.
3. Meeting and Special Event Rooms for:
 - A. Room or Area for: *Convention Committee Information and Registration Tables.*
 - B. *Ritual Contest* – 2 contest rooms, 1 larger finals room, 1 each judges' and calculators' room, and 2 dressing rooms.
 - C. Room to accommodate 1,000 persons for *Opening Ceremonies, General Sessions, CHEA President's Dinner and Exalted Rulers' March* (not simultaneously).
 - D. Hospitality room for 100 persons for: *Official Family Hospitality Suite.*
 - E. Exhibit Areas for: *CHEA Major Project, Committee Displays and Vendor Tables.*
 - F. Room for 50 persons, for three consecutive meetings: *CHEA Investments Committee, CHEMPI Board of Trustees, and CHEA Board of Trustees.*
 - G. Room for 25 persons, for *DDGER-designates and Sponsors meeting.*
 - H. Room for 25 persons, for *CHEA Advisory Committee (PSPs) meeting.*
 - I. Room for 100 persons for: *New CHEA President's Orientation.*
 - J. Room to accommodate 400 persons, for *new CHEA President's Luncheon and Reception* (not simultaneously).
 - K. Room for 125 persons, for *PDDGER and Lodge Advisors' Luncheon.*
 - L. Room for 250 persons, for *Secretaries and Trustees' Luncheon.*
 - M. Room for 450 persons, for *Ladies (Spouses) Luncheon.*
 - N. Room for 305 persons, for *outgoing President's Appreciation Dinner.*
 - O. Room for 25 persons, for *Past Presidents Wives' Breakfast.*
 - P. Room of approx. 500 sq. ft., for *Blue Coat Room.*
 - Q. Room or area to accommodate the new *President's Rally assembly.*

*Specifications for each of the above meeting and event rooms, along with details on how to host a CHEA Convention, are contained in the **CHEA Convention Manual**. If your Lodge is interested in exploring the possibility of hosting a CHEA Convention, contact the CHEA Office at **(559) 255-4531**.

Note: Lodges are not authorized to make commitments or sign any contracts regarding a CHEA Convention prior to obtaining approval by the CHEA Meetings Committee and the CHEA Board of Trustees.