



CALIFORNIA-HAWAII ELKS ASSOCIATION

Benevolent and Protective Order of Elks

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BASIC REQUIREMENTS FOR A CHEA MID-TERM CONFERENCE

The following list indicates the hotel and meeting rooms needed for a CHEA Mid-Term Conference. Additionally, many volunteers will be needed to provide for the necessary functions; such as, transportation, registration, and hospitality.

1. Headquarters Hotel with a minimum of **six (6) suites** and a commitment of **220 class "A" rooms**.
2. Additional Hotels that can commit approximately **580 class "A" rooms**.
3. Meeting and Special Event Rooms for:
 - A. Room or Area for: *Conference Committee Information and Registration Tables. (Thurs. evening through Sat.)*
 - B. Hospitality room for **100 persons** for: *Official Family Hospitality Suite. (Thurs. evening through Sat.)*
 - C. Exhibit Area for: *CHEA Committee Displays and Vendor Tables. (Fri. morning through Sat.)*
 - D. Meeting room for **100 persons** for: *CHEA President's meeting with Vice Presidents, Committee Chairmen, and Past Association Presidents. (Fri. morning)*
 - E. Meeting room for **50 persons**, for three consecutive meetings: *CHEA Investments Committee, CHEMPI Board of Trustees, and CHEA Board of Trustees. (Fri. morning)*
 - F. Meeting room for **500 persons** for: *Exalted Rulers Conference. (Fri. afternoon)*
 - G. Meeting room for **275 persons** for: *Leading Knights Seminar. (Fri. afternoon)*
 - H. Meeting room for **250 persons** for: *Leading Knights Spouses Seminar. (Fri. afternoon)*
 - I. Meeting room for **300 persons** for: *Lodge Officers, Committee Chairmen Seminar. (Sat. morning)*
 - J. Meeting room for **500 persons** for: *Management Seminar for Trustees, Secretaries, Club Managers, and DDGERS. (Sat. morning)*
 - K. Meeting room for **125 persons** for: *Elks National Foundation Mass. (Sat. afternoon)*
 - L. Banquet room capable of accommodating **850 persons** for the *Elks National Foundation Dinner/Program. (Sat. evening)*
 - M. Miscellaneous rooms for **25 to 84 persons** for: *Breakfast, Luncheon, and Dinner Meetings. (Thurs. evening, Sat. at noon, and Sun. morning)*

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

Note: Lodges are not authorized to make commitments or sign any contracts regarding a Mid-Term Conference prior to obtaining approval by the CHEA Meeting Committee and the CHEA Board of Trustees.