



# CALIFORNIA-HAWAII ELKS ASSOCIATION

*Benevolent and Protective Order of Elks*

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## BASIC REQUIREMENTS FOR A CHEA CONVENTION

The following list consists of the required hotel and meeting rooms needed for a CHEA Convention. In addition, 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 approximately 300 rooms.
2. Additional hotels that will provide a commitment of approximately 700 class "A" rooms.
3. Meeting rooms for:
  - A. Ritual Contest – 2 contest rooms, 1 larger finals room, 1 each judges and calculators room and two dressing rooms.
  - B. A room with a capacity of 1,000 persons for the Opening Ceremonies, General Sessions, CHEA President's dinner and Exalted Ruler's March (not simultaneously).
  - C. CHEA Board of Trustees and CHEMPI Board of Trustees (50 persons each).
  - D. District Deputy Designate Orientation (25 persons).
  - E. New CHEA President's Orientation (100 persons).
  - F. A room with a capacity of 400 persons for the new CHEA President's luncheon and reception (not simultaneously).
  - G. PDDGER and Lodge Advisors luncheon (125 persons).
  - H. Secretaries and Trustees luncheon (250 persons).
  - I. Ladies Luncheon (450 persons).
  - J. Outgoing President's Appreciation Dinner (305 persons).
  - K. Official Family Hospitality Suite or Conference Room (100 persons).
  - L. Past President's Breakfast (25 persons).
  - M. Past President's Wives Breakfast (25 persons).
  - N. Exhibit Area for Major Project Display.
  - O. Exhibit Area for various CHEA Committee Displays.
  - P. Blue Coat Room
  - Q. CHEA Administrative Office
  - R. Incoming CHEA President's Rally assembly and staging area.
  - S. Convention Committee Information and Registration Area.

***Any Lodge that is interested in the possibility of holding a CHEA Convention should contact the CHEA Office in Fresno at 559-255-4531 to get a complete CHEA Convention Manual prior to making any commitments or signing any contracts.***