

**MINNESOTA STATE AERIE & AUXILIARY
STATE CONVENTION BID SPACE REQUIREMENTS & INFORMATION
FOR THE _____ MINNESOTA STATE EAGLES CONVENTION JUNE: _____, _____, _____**

MINIMUM NUMBER OF MOTEL ROOMS 120 TO 180

*Above housing requirements include minimum for all Aerie Delegates, Auxiliary Delegates, Past Presidents and Visitors.

**MEETING FACILITIES
HANDICAPPED ACCESSIBLE**

STATE AERIE MEETING ROOM	2500 Sq. Ft. Seating capacity 150 min. with tables
STATE AUXILIARY MTG ROOM	2500 Sq. Ft. Seating capacity 175 min, with tables
GAMING CONTROL BOARD	2500 Sq. Ft. Seating capacity 100 min. with tables
STATE AERIE OFFICERS MTG ROOM	30 Minimum (chairs and tables)
STATE AUXILIARY OFFICER MTG ROOM	30 Minimum (chairs and tables)

In addition to the above, several smaller rooms are needed for Committee meetings – 10 tables with chairs 75 capacity, Election room – a door in and a door out with 4 tables and 10 chairs, judges for computing scores 1 table 3 chairs etc. Aerie and Auxiliary rooms must have PA systems. Separate room for Auxiliary Audit, Wednesday at 10 am. We need a large table, or 2 smaller tables, for 6 people.

**BANQUET FACILITIES
HANDICAPPED ACCESSIBLE**

STATE AERIE & AUXILIARY JOINT OFFICER BANQUET:

WEDNESDAY EVENING: 1500 Sq. Ft. Seating Capacity 80-100 min

STATE AERIE & AUXILIARY JOINT BANQUET:

THURSDAY EVENING: 2500 Sq. Ft. Seating Capacity 200-250 minimum. HEAD TABLE WITH PA SYSTEM FOR 12 DIGNITARIES

The above rooms must have facilities for food and bar service.

RITUAL FACILITIES

RITUAL ROOM 40 X 40 or 1600 Sq. Ft. Air conditioning & bare floor preferred.

*CONTACT STATE RITUAL CHAIRPERSONS FOR SPACE AND DAYS

To insure all Ritual teams equal opportunity to compete under the same conditions, rooms for both men and women must be available for two days of competition.

**MISCELLANEOUS
HANDICAPPED ACCESSIBLE**

MEMORIAL SERVICE-FRIDAY NIGHT	2500 Sq. Ft. Seating capacity 200 minimum
JOINT INSTALLATION SATURDAY, PM	2500 Sq. Ft. Seating capacity 200 minimum

**RESPONSIBILITIES AND MINIMUM REQUIREMENTS
OF THE HOST AERIE AND AUXILIARY, AND THE STATE AERIE AND AUXILIARY FOR THE CONVENTION**

AERIE _____ ADDRESS _____
CITY _____ MN, ZIP _____ PHONE _____

AERIE PRESIDENT	_____	PHONE	_____
EMAIL	_____		
AUXILIARY PRESIDENT	_____	PHONE	_____
EMAIL	_____		
AERIE VICE PRES	_____	PHONE	_____
EMAIL	_____		
AUX. VICE PRES	_____	PHONE	_____
EMAIL	_____		
AERIE SECRETARY	_____	PHONE	_____
EMAIL	_____		
AUXILIARY SECRETARY	_____	PHONE	_____
EMAIL	_____		

STATE AERIE PRESIDENT, STATE AUXILIARY PRESIDENT, STATE AERIE VICE PRESIDENT, STATE AUXILIARY VICE PRESIDENT, STATE AERIE SECRETARY, STATE AUXILIARY SECRETARY www.minnesotaeagles.com

CONVENTION CHAIRMAN

AERIE		AUXILIARY
NAME _____		NAME _____
ADDRESS _____		ADDRESS _____
_____		_____
PHONE _____		PHONE _____
EMAIL _____		EMAIL _____

HOUSING CHAIRMAN

AERIE		AUXILIARY
NAME _____		NAME _____
ADDRESS _____		ADDRESS _____
_____		_____
PHONE _____		PHONE _____
EMAIL _____		EMAIL _____

REGISTRATION CHAIRMAN

AERIE		AUXILIARY
NAME _____		NAME _____
ADDRESS _____		ADDRESS _____
_____		_____
PHONE _____		PHONE _____
EMAIL _____		EMAIL _____

BANQUET CHAIRMAN

AERIE		AUXILIARY
NAME _____		NAME _____
ADDRESS _____		ADDRESS _____
_____		_____
PHONE _____		PHONE _____
EMAIL _____		EMAIL _____

RITUAL CHAIRMAN

AERIE
NAME _____
ADDRESS _____

PHONE _____
EMAIL _____

AUXILIARY
NAME _____
ADDRESS _____

PHONE _____
EMAIL _____

SET UP/ TEAR DOWN CHAIRMAN

AERIE
NAME _____
ADDRESS _____

PHONE _____
EMAIL _____

AUXILIARY
NAME _____
ADDRESS _____

PHONE _____
EMAIL _____

COURTESY RIDE CHAIRMAN

AERIE
NAME _____
ADDRESS _____

PHONE _____
EMAIL _____

AUXILIARY
NAME _____
ADDRESS _____

PHONE _____
EMAIL _____

CONVENTION HEADQUARTERS

NAME _____ PHONE _____
ADDRESS _____ CITY _____ MN, ZIP _____

**CONTACT AERIE AND AUXILIARY VICE PRESIDENTS
AND SECRETARIES FOR CLARIFICATION IF QUESTIONS ARISE**

REGISTRATION:

AERIE & AUX. CHAIRMAN _____
LOCATION _____
TIME: WEDNESDAY: 10:00 A.M. – 8:00 P.M.
THURSDAY: 8:00 A.M. – 1:00 P.M.
FRIDAY: 8:00 A.M. – 1:00 P.M.
SATURDAY 8:00 A.M. – 9:00 A.M

AERIE: Badges ordered/printed and paid for by the Host Aerie. Registration fee for each Delegate is \$15.00, each visitor is \$10.00. Host Aerie receives \$5.00 for each Delegate and Visitor fee. State Aerie sends each Aerie Pre-Registration forms and host city prints name badges for each Delegate that is preregistered.

AUXILIARY: Badges ordered and paid for by Host Auxiliary. Fee for Delegates is \$12.00 and \$6.00 for visitors (per State by-laws). State Aux. Secretary sends Pre Registration forms and fees. Host Auxiliary will make the name badges for each Delegate that is preregistered.

GRAND AERIE AND AUXILIARY GUESTS:

AERIE:

1. One representative appointed by the Grand Aerie.
2. Grand Aerie pays Per Diem and Mileage.
3. Host Aerie and State Aerie split cost of rooms.
4. State Aerie provides all Banquet tickets for Grand Aerie Representative and Spouse.
5. State Secretary makes room reservations.

AUXILIARY:

1. One representative appointed by the Grand Aerie (State will write and request someone)
2. A letter of welcome when we know whom.
3. Grand Aerie pays Per Diem and Mileage.
4. Host Auxiliary pays for room.
5. Host Aux. pays for all banquet & luncheon tickets for the 1 appointed Grand Auxiliary representative, spouse and/or significant other.
6. Host Aux. makes room reservations for all Grand Auxiliary representation (PGMP, GRAND REPS, NCRP, and State Auxiliary President).

Host Aerie and Auxiliary responsible for transportation between Airport, Rail Depot, or Bus Depot and Convention Headquarters.

1. May need a designated extra reserve table for overflow.
2. Remarks or Questions: _____

STATE OFFICERS MEETING

*Separate **QUIET** areas are needed

AERIE:

Wednesday 2:00 pm to 4:00 pm

Location _____

1. Head table for three.
2. Seating with tables for 35

AUXILIARY:

Wednesday 2:00 pm to 4:00 pm

Location _____

1. Head table for three.
2. Seating with tables for 50.

Remarks or Questions: _____

STATE AERIE/AUXILIARY JOINT OFFICERS BANQUET: Wednesday, Social Hour, 5:30 pm, Dinner, 6:30

Location _____

1. Seating for eighty people. (100)
2. Price, about \$15.00 per dinner, including tax & tip.
3. No head table just speaker system.

State Aerie pays for dinners for the following: **Grand Aerie & Auxiliary Representative and their guest,**

STATE AUXILIARY COMMITTEE MEETINGS: Wednesday at 7:30 pm.

Approximately 10 separate tables for different committees to meet total 70-100 people.

Location _____

Remarks or Questions: _____

PAST AERIE EAGLE OF THE YEAR BREAKFAST: Thursday 9:00 a.m. arrangements for 12 to 15. Each pays for their meal.

Location: _____

Remarks: _____

PAST AUXILIARY STATE PRESIDENTS, MOTHERS & GRANDMOTHERS LUNCHEON: Friday, 12:30 pm

Location _____ Menu _____

Invitations sent out by State *Chairman and RSVP will respond so you are not responsible for anything except setting it up for about 35 people and it is DUTCH Treat. Contact the chairman for menu and prices. NOTE: once the menu is set, no changing. Chairman: contact host city on this.

RITUAL: Thursday and maybe Friday. Start at 7:00a.m. each day or as designated by the ritual chairmen, make arrangements for 3 to 5 Aerie teams and 3 to 5 Auxiliary teams. Please work with ritual chairmen.

Location _____

AERIE:

Host Aerie Provides:

1. 40 x 40 foot room with room for changing in same building. Preferable not an adjacent room. Air-conditioned preferred.
2. Refreshments for teams. (Coffee, Pop, Water and Rolls or Cookies.)
3. Two Aerie members as host.
4. Stations and Regalia.
5. ~~Prize Money. (1st Place \$250.00, 2nd Place \$200.00, 3rd Place \$100.00, remaining teams \$50.00.)~~
6. State Aerie and Host Aerie split cost of rooms for Ritual Judges.

State Aerie Provides:

1. Appoints three judges
2. Pays per diem and mileage of each judge. (if they don't receive any other compensation)
3. Pays for Thurs. Banquet tickets for each judge. Each attending may bring a guest but they pay for their own dinners.
4. Orders and Pays for all awards.
5. Orders and Pays for Ritual Books and Score Sheets.
6. Judges makes own room reservations.

AUXILIARY:

Host Auxiliary Provides:

1. 40 x 40 foot room with room for changing in same building. Preferable not an adjacent room. Air Conditioned preferred and non-carpeted floor.
2. Refreshments for teams. (Coffee, Pop, Water and Rolls or Cookies).
3. Piano for Ritual is optional. Chairmen will indicate.
4. American Flag w/ pole and stand, additional stand preferred.
5. Stations and Regalia.
6. Pay judges \$20 per team, minimum of \$50 (room accommodations are the judge's responsibility).
7. Pay for Thursday Night Banquet tickets for each judge. Each attending may bring a guest but they pay for their own dinners. Does NOT include Wed Joint Officer Banquet

State Auxiliary Provides –

1. State Chairman shall secure 3 judges (not related to participants).
2. Chairman will order all score sheets, state pins, plaques, and trophies.
3. State Secretary will order all ritual books as directed by the chairman.
4. Pays for awards or pins, ritual books, and score sheets.

GENERAL BUSINESS MEETING:
HANDICAPPED ACCESSIBLE

AERIE

Thursday, 12:00 noon
Friday, 9:00 am
Saturday, 9:00 am

Location _____

AUXILIARY

Thursday, 8:45 am
Friday, 9:00 am
Saturday, 9:00 am

Location _____

HOST AERIE PROVIDES:

1. Seating for 150 delegates, tables and chairs.
2. Raised stage with head table to seat twelve, (12)
3. Two tables near stage for Trophies, books and other articles.
4. Podium and sound system, 2 microphones one on stage and one off to side or rear of room.
5. Posting of Colors by, _____
6. Invite city and county official.
7. Give welcome and introduce city and county officials.
8. Provide men to set up tables for each meeting and take down after meeting.

STATE AERIE PROVIDES

1. Patriotic singer.
2. Opening ceremony by State Officers.
3. Recording of Minutes.

HOST AUXILIARY PROVIDES

1. Raised stage or podium, seating for 10 to 12 people.
2. Sound system of 3 microphones.
3. Room for about 150 delegates, tables preferred.
4. Welcome from Auxiliary and 1 or 2 dignitaries.
5. Piano (optional).
6. Membership workshop area at 2 pm for 75 - 100
7. Corsage for each Past & Present Officer and the Grand Reps distributed on the 1st day of the convention. Have 1-2 extra for new officers.
8. Color guard for posting colors.

Remarks and Questions: _____

JOINT AWARDS BANQUET: Thursday, social hour to 5:30 pm, dinner served at 6:30 pm. Awards program 7:15 pm. The current President(s) should select the Master of Ceremony.

Menu- *please coordinate with state presidents. All tickets shall be pre-sale at registration.

Location _____ Menu _____

HOST AERIE PROVIDES:

1. Seating for 200 to 250 people
2. Raised head table for 12. May need designated reserve extra table for overflow.
3. Podium and sound system.
4. Entertainment from 5:30 to the time program starts (optional).
5. Print programs and tickets. Coordinate with state presidents for names.
6. Sell Banquet tickets during registration.
7. Plan menu and price with state presidents.
8. Some type of decorations for head table.
9. Chair for Recording Secretary in front of Master of Ceremonies with electrical outlet accessibility.

STATE AERIE PROVIDES

1. Awards Chairman.
2. Order and pay for Awards & Trophies.
3. Pay for Banquet tickets for Grand Aerie Representatives, Aerie Ritual Judges, Grant recipients and Master of Ceremonies.

Remarks and Questions: _____

HOST CITY AERIE AND AUXILIARY IS ALLOWED TO REQUEST A \$5000 GRANT FROM THE GRAND AERIE TO PRESENT AT THIS BANQUET. *See grant requirements and procedures with deadlines on www.foe.com

ELECTION OF AUXILIARY OFFICERS: Friday, time to be determined.

Location _____ 15 capacity with a separate entrance and exit.

PAST STATE AERIE PRESIDENTS LUNCH: Friday, 12 noon, arrangements for about 30, bar and food. Jr. Past State President collects money and pays bill.

Location _____ Menu _____

Remarks: _____

GAMBLING MEETING: Friday, 1:00 pm to 2:30 pm. Seating for about **100**. Tables, chairs, podium & speaker system.

HOST AERIE PROVIDES

1. Podium and speaker system.
2. People to set up tables.

STATE AERIE PROVIDES

1. Program & Speakers.

Remarks and Questions: _____

STATE INCOMING PRESIDENT MEETING WITH AERIE PRESIDENTS:

Friday, 3:00 pm, seating for 30, bar refreshments, paid by membership department or those attending.

Location _____

Remarks & Questions: _____

PARADE OF CHAMPIONS AND MEMORIAL SERVICE: Friday, 6:30 pm.

Location _____

Remarks & Questions: _____

HOST AERIE PROVIDES:

1. Head table for eight (8) with podium and speaker system.
2. Seating for 150-200, theater style.
3. Piano (Optional).
4. Set up room as directed by the Memorial Team. (Contact state presidents for what they may need).

STATE AERIE & AUXILIARY PROVIDES:

1. Master of ceremonies.
2. Piano player. (optional)
3. Personnel to line up teams.
4. Memorial Team, coordinate with presidents.

ELECTION OF AERIE OFFICERS: Saturday, 8:00 am to 9:00 am.

Location _____

HOST AERIE PROVIDES

1. Election room.

STATE AERIE PROVIDES

1. Election Committee.

Remarks & Questions _____

STATE OFFICERS PICTURES: Saturday, 1:30 pm or as designated by the host Aerie photographer.

Location _____

HOST AERIE PROVIDES:

1. Arrange for and pay set up fees, if any, for a photographer to photograph group and individual pictures of Aerie & Auxiliary State Officers for convention book.
2. The photographer will supply a copy of the disc, not copyright protected, to the state secretary (via host Aerie) for use in the convention book.
3. Each officer pays for their own personal group picture or personal portrait.

Remarks & Questions _____

JOINT INSTALLATION OF OFFICERS: Saturday, 2:00

Location _____

HOST AERIE/AUXILIARY PROVIDES:

1. Seating, theater style for 150-200.
2. Station & Regalia.
3. Piano (optional)
4. Set up room as directed by Installing Officers.

STATE AERIE & AUXILIARY PROVIDES

1. Printed list of officers.

Remarks & Questions _____

STATE AERIE & AUXILIARY OFFICERS MEETING: Saturday after joint installation around 3:30 pm for 35 people to last 1 hour. Must have separate **QUIET** rooms.

Aerie Location _____ **Auxiliary Location** _____

CONVENTION BOOK:

HOST AERIE PROVIDES:

1. Sell all advertising—**Suggested** ad price:

Full page	\$185.00
Half page	\$135.00
Quarter page	\$ 85.00
Eighth page	\$ 65.00
2. Pays for printing and expenses.
3. Receive all money for advertising.
4. Provide each delegate (aerie & auxiliary) with a copy of the Convention Book.
5. Notify in your letter to Aeries/Auxiliaries that they must provide whatever photo's they want in the ad in black and white for copying purposes. Nothing is kept from the previous year.

STATE AERIE PROVIDES:

1. Pictures of State Officers.
2. Information for Convention Book.
3. Mailing address of all Aeries.

HOUSING:

HOST AERIE & AUXILIARY PROVIDES:

1. Housing Chairman
2. Provide Office for State Aerie secretary at Convention headquarters.
3. The Host Auxiliary will pay for a suite or a room w /table and chairs for the State Auxiliary Secretary and the Auxiliary Audit (Wed morning) from Tuesday through Friday.
4. Block Twenty (20) rooms in the name of the State Aerie and twenty (20) rooms in the name of the State Auxiliary at the Convention headquarters.

HOST AERIE & HOST AUXILIARY PROVIDES:

1. Make reservations for Grand Aerie Representatives and other guests. (Some exceptions may apply and host Aux. must do as noted earlier)

HOSPITALITY ROOM:

THURSDAY (2hrs): Host Aerie shall contact each District to make food and beverage arrangements. This will consist of a corkage fee and keg beer fee. ***Districts will decide what liquors and keg beer*** and will pay their respective Districts bills. Districts will supply volunteers to pour and serve. All tips are turned over to the current State Aerie & Auxiliary presidents. See sample below:

Hospitality Room Breakdown
Sample Invoice

Corkage Fees @ \$35.00 ea:	# of items	Charges
Whiskey	4	\$140.00
Rum	2	\$70.00
Vodka	4	\$140.00
Brandy	1	\$35.00
<hr/>		
Michelob Golden Light @ \$180.00/Keg		
	2	\$360.00
<hr/>		
Meat Tray w/Rolls serving 60 ppl @ \$60.00 ea:		
	3	\$180.00
<hr/>		
Cheese & Cracker Trays serving 60 ppl @ \$60.00 ea:		
	3	\$180.00
<hr/>		
Veggie Tray w/Dip Serving 30 ppl @\$30.00 ea:		
	3	\$90.00
<hr/>		
	Total	\$1,195.00
District Responsibilities: total divided by 6.		\$199.17

FRIDAY (2hrs): Host Aerie will contact the State Vice Presidents to make food and beverage arrangements and invitation requirements. This will consist of a corkage fee and keg beer fee. ***In-coming presidents will decide what liquors and keg beer*** and will pay their respective bills. In-coming presidents will determine if Memorial Service and Parade of Champions wristbands will serve as an invitation to the hospitality room, supply volunteers to pour and serve. All tips are turned over to the incoming State Aerie & Auxiliary presidents. See sample above:

COURTESY CARS:

Host Aerie provides courtesy cars to delegates during the convention, during hours of convention activities and Aerie operations, within a reasonable distance from the Aerie. The State Aerie shall not be liable, or responsible for any action of or service provided by the courtesy cars.

AUXILIARY:

The host Aerie shall work with the Local and State Auxiliary to provide accommodations and facilities for a successful convention.

Remarks and Questions _____