7. LODGE EVENTS

7.1 CHOOSING CHAIRMEN

All Event Chairmen are appointed by the Lodge Chief. Before the appointment is made, the Area Chief responsible for the event, the Lodge Adviser, and the Lodge Staff Adviser are to be consulted for recommendations. The Chairman of the event should have the following qualifications:

- Be at least a Brotherhood Honor and a member of the order of the Arrow for at least two years.
- Have previously attended at least one event similar to the one you wish him to chair.
- Have no fear of the telephone. He must be able to recruit help and stay in contact with the Chief and his Adviser.
- Have a working knowledge of the budgeting procedures and how to save money.
- Be able to attend Lodge Executive Committee Meetings and report on progress.

7.2 CHOOSING ADVISERS

Advisers for events are appointed by the Council Scout Executive through the Lodge Adviser in consultation with the Event Chairman, Chief, Area Adviser, and Staff Adviser. The Event Adviser should have the following qualifications:

- Be at least a Brotherhood Honor and a member of the order of the Arrow for two years.
- Have previously attended at least one event similar to the one you wish him to advise.
- Allow all action to initiate from the Chairman and do nothing on his own without being asked. If he has an idea, it is to be given to the Chairman for action.
- Be able to stay in close contact with the Chairman and the Lodge (and Area) Adviser.
- Have a good knowledge of finance.
- Be able to attend Lodge Executive Committee Meetings.
- Be able to tell other people that the success of the event is the result of work done by the Chairman and not himself. It is the boy's event, not his.

7.3 BANQUET

Besides using the phone a lot, the following is the general planning sequence for a Lodge Banquet:

Due Date	Action
May 15	Appoint Chairman and Adviser.
June 15	Kick-off meeting between Chairman and Adviser, Area Vice Chief and Adviser, Lodge Chief, and Lodge Adviser. This will be the Banquet Steering Committee. Hand out samples of the budget, program, etc., from previous year. Go over this back-dater and everything to be done.
July 1	Secure the place and confirm the date. Finalize menu and food price. Get all this in writing. Develop a priority list of speakers to be contacted.
August 1	Finalize patch design. Patch design will be used for both the Banquet (600) and Spring Fellowship (300). Send off design for the quotes. Confirm the speaker and request a biographical sketch and picture.

Due Date	Action
September 1	Finalize budget and fees using the food price and patch quotes, and submit for approval. Order patches. Announce status at Lodge Executive Committee Meeting. Have another Steering Committee Meeting.
October 1	Complete the agenda. Send out letters requesting pictures and congratulatory letters for the Banquet Book.
November 1	Finalize all publicity for Sharks Tooth and the Scouters Digest. This includes the article, picture of the speaker, reservation blank, and map.
November 15	Sharks Tooth with Banquet publicity mailed. Finalize all the layout sheets for the Banquet Book and send to the printer. Make Chapter assignments for Registration, the Display Contest, Seating, Trading Post, and opening/closing ceremony. Announce assignments at November Lodge Executive Committee Meeting. Announce details of the display competition,
December 1	Receive the patches. Put in check request. Coordinate with the Vigil table. Submit consignment request.
Date -14	Have final Steering Committee Meeting to make sure no loose ends exist.
Date – 10	Reservation deadline. Get preliminary headcount to food service people.
Date – 1	Finalize headcount. Finalize roster for checking in the people. Obtain Trading Post stock. Accept no money at the door.
Date + 2	Send out thank you letters.

7.4 FELLOWSHIP

The following is the general planning sequence for a Lodge Fellowship:

Due Date	Action
July 1	Appoint Chairman and Adviser.
September 1	Secure the place and confirm the date in writing. Get a list of the facilities. Make sure the water will be turned on and there are toilet facilities. The event patches (300) have already been ordered for delivery on March 1.
October 1	Begin work on Menu, Program, Budget, and Staffing using samples from the previous year provided by the Lodge Adviser.
December 15	Meeting between the Chairman and Adviser, Area Vice Chief and Adviser, Lodge Chief, and Lodge Adviser. This will be the Fellowship Steering committee. Review the menu, program, budget, meal tickets, and staffing planned. Decide on training classes and competitions to be held.
January 15	Finalize all publicity for the Shark's Tooth. This includes: the article, reservation blank, and map. Finalize the budget, menu, program, and staffing. At the January Lodge Executive Committee Meeting, report on the status of everything. Make Chapter and individual assignments for: cook crew, Brotherhood questioning and ceremony, First Aid, Trading Post, sports competition, parking, registration, and patch auction. Announce the competitions and Rules and the classes to be offered.
February 15	Mail the Shark's Tooth. Put in consignment request and a check request for the food advance. Get competition awards.

Due Date	Action
March 15	Hold a meeting of all the key people and the Steering Committee. Go over every step of the Fellowship Weekend. Be sure to have the Vigil Committee there to coordinate member activities. Make any final announcements at the March Lodge Executive Committee Meeting. Get check to food. Print all handouts, meal tickets, and program booklets.
Date – 7	Reservation deadline. Get preliminary headcount to Food Service people.
Date – 1	Finalize headcount. Finalize roster for checking in the people. Obtain Trading Post stock. Accept no money at the door.
Date + 2	Send out thank you letters.

7.5 KEY THREE SEMINAR

This event, when scheduled by the Lodge Executive Committee, comprises training for the Chapter Key Three - The Chapter Chief, Chapter Adviser and District Executive responsible for Chapter activities. The following is the general planning sequence for a Lodge Key Three Seminar:

Due Date	Action
Event – 90	Appoint Chairman and Adviser. Reserve location.
Event – 60	Instructor staff and advisers selected, topics assigned.
Event – 30	Lesson outlines and training aid formats to Chairman. Menu finalized and ordered. Budget and program firm. Invitations to attendees.
Event + 14	Close out budget, send out thank you letters.

7.6 VIGIL HONOR INDUCTION

This event is scheduled around Thanksgiving weekend of each year. The following is the general planning sequence for the Vigil Honor Induction.

Due Date	Action
Event – 90	Appoint Chairman and Adviser. Reserve location.
Event – 60	Candidates' names received from selection committee.
Event – 30	Invitations to candidates. Invitations to Vigil Honor members of the Lodge. Breakfast arrangements finalized. Youth Vigil Honor members selected as ceremonialists and provided ceremonies pamphlets.
Event – 10	Site visitation. Site planned for ceremony. Final arrangements made with breakfast location. Supplies identified and ordered. Final headcount of candidates and Vigil Honor members attending.
Event + 14	Send out thank you letters to staff.

7.7 LODGE INDIAN SEMINAR

This event, when scheduled by the Lodge Executive Committee, comprises training and workshops in Indian lore and Order of the Arrow Ceremonies. The following is the general planning sequence for the event.

Due Date	Action
Event – 120	Appoint Chairman and Adviser. Reserve location. Begin to assemble staff. Draft outline of program.
Event – 90	Begin work on menu, budget and finalize staffing and program.

Due Date	Action
Event – 60	Article for Sharks Tooth, including reservation blank, and map. Report to Lodge Executive Committee on program. Finalize Budget.
Event – 45	Mail Sharks Tooth.
Event – 30	Hold meeting of key staff at event location. Finalize program and locations for each event.
Event – 10	Reservation deadline.
Event – 1	Finalize headcount. Order food.
Event + 10	Close out budget, send out thank you letters.

7.8 OTHER EVENTS

Other Lodge events may be scheduled by the Lodge Executive Committee to meet the needs of the Lodge or the Chapters.