



District Ritual Chairman Duties 2012 - 2013



1. **Send a Copy (or email) of All Mailings to the State Chairman:** Copies of any mailings sent by the District Chairman should be sent to the State Ritual Chairman to confirm the District is receiving pertinent information for the promoting of Lodge Ritual and District Ritual Contests. To save on postage, Email works fine for me and the State Officers. bstark@andersonexpress.com
2. **Confirm Date of District Ritual Contest to Lodges:** Contest date should be confirmed with State Chairman and reported at the Fall District meeting and again at the State Convention Ritual Clinic. A list of scheduled dates for the Ritual contest is available. If you choose to combine with another District, you must use their scheduled weekend or yours as most other weekends have commitments by the State President. Please let me know as soon as possible to arrange for the proper set of Judges to be at your contest. Costs for combined Ritual contests should be split equally between the Districts and not based on the number of teams competing.
3. **Confirm if contest is Friday/Saturday or Saturday only.** Try to get a commitment from Lodges to determine total participation in contest. Confirm when the Contest will be held, i.e.: Friday night, Saturday morning, and Saturday afternoon. Confirm date and time of Awards Banquet.
4. **Make Hotel Arrangements for District Contest:** Check local hotels early for the best deal to house those who are participating in the District contest. Anticipate rooms for at least one or two more Lodges participating in your contest than last year. An average of 8 rooms per lodge should work.
5. **In addition to the rooms needed for the Lodges,** the following rooms will be needed: - State Judges (9), State Officers (3), State Ritual Chairman (1), District Ritual Chairman (optional) (1), a total of 13-14 rooms. Your District is responsible for covering the cost of these rooms. A list of Judges Names will be sent to you at least 1 month prior to the contest.
6. **Make Arrangements for Ritual Contest Location:** Contest location should not be used for any other function during Ritual Competition! Complete silence in the contest room with no distractions for the performing officers is best. If the contest location is used for other functions, at the time of competition, try to hold contests in a remote location of the facility away from possible noise.
7. **A complete floor plan of the contest room** (with locations of officer chairs, podiums, altar, and all dimensions) should be made.
8. **A lockable, separate room must be made available for the Computers to use during the contest.** A small office or meeting rooms is most suitable for this.
9. **Send Contest Invitation to Lodges and Include Entry Form:** Send a letter to all the Lodges in your District inviting them to participate in the Ritual Contest. The letter should contain the Contest Date and Location, Hotel reservation information, Banquet information, and host Lodge activities for the weekend.
10. **The Ritual Contest Entry Form** (sample following) should be enclosed with the invitation! The entry form contains information that you will need later. No entry fee is required by the State for District Ritual Competition. The names of those participating and the position they are competing in, you will be required to supply to the State Ritual Chairman one week before the team goes on the floor.
11. **The District Ritual Chairman is responsible for setting up the contest schedule.** This can be done considering lodge requests and lodge distance from contest location.

12. **Make sure this letter is sent out no later than the end of December.** This will allow you time to follow up with your district lodges at the Winter District Meeting. You will need to know who will be competing by the winter district meeting to be able to plan properly.
13. **Send Letter of Request to Trophy Donors:** The State Chairman will supply the trophies requested and awarded. The First, Second, and Third place Team awards will be presented by the State President, 1st Vice President and 2nd Vice President. All other trophies – Major Awards(8), Lodge High Point Officer, and 1st and 2nd 11 O'clock Toast, and any other trophies the District may want to present, are the responsibility of the District Chairman to find donors to cover the cost of the trophy and present the trophy at the awards banquet. It is tradition that certain past and current officers of your District sponsor one of the trophies awarded. The cost for the trophies is uncertain at this time. A list of trophy donors, with payment enclosed, must be supplied to the State Ritual Chairman no later than one month prior to the contest.
14. **Send Letter of Welcome to Judges:** No later than one month before your District Ritual Contest you will receive, from the State Ritual Chairman, a list of the judges that will be attending your contest. You should send each of them a letter of welcome. Inform them of the dates of the contest and the times each team will be performing. Information of the arrangements you have made for their lodging and a good map to get there is important. Be sure to send a copy to the State Ritual Chairman. Dinner tickets for Friday night and the Saturday Ritual Banquet are supplied by the host lodge to the judges and Chairmen and their spouses. Dinner tickets are best given out on the weekend of the contest.
15. **Send Letter of Welcome to State Officers:** Send letter to the State President, First Vice President, and Second Vice President informing them of your District Ritual Contest. Letter will be much the same as the letter to the judges.
16. **Forward Copy of Trophy Sponsors to State Chairman:** Letter with trophy donors and trophy they are sponsoring to be legibly printed or typed and sent to the State Ritual Chairman. Copy to be received, by State Ritual Chairman no later than one month before contest date. One month before contest is needed to make up trophies!
17. **Send Letter of Welcome to Participating Lodges:** This letter should contain all of your plans for the ritual weekend. Make sure to confirm dates and times for lodge ritual performance. A copy of the Ritual Room floor plan could be included. Your floor plan should be accurate, make sure it shows measurements to the inch! Note any steps or platforms as well as door swings on your floor plan. Inform the Lodges when they can practice in the contest room.
18. **This would be a good time to confirm lodging reservations and banquet reservations. Involve your guests in your lodge plans for the weekend.**
19. **Print Banquet Tickets and Programs:** By this time you should know approximately how many people to expect for the Ritual Banquet. Print extra tickets (if you have room) for those who are attending but didn't make any reservations.
20. **Your banquet program should start with the master of ceremonies.** Follow this with the agenda for the evening. Remarks from the State Officers are a good idea. The sample following shows the order the awards are handed out. If your District has an 11 O'clock toast contest – the awards would be given out, Second place than First place, before Lodge High Point Officers Awards. After Lodge High Point Officer Awards would be the Major Cup awards starting with the candidate. The team awards are then given out from 3rd to 1st place. The trophies given out in your program should be the same as the list of trophy donors you sent to the State Chairman.

21. **Appoint Master of Ceremonies for Banquet:** This is a very important position. This could be you or another person to run your Banquet. Be sure to get someone that knows how it should be done! It can't hurt to get someone involved in the district and also the state. Knowing the people that he will be introducing will make it go easier and smoother. A good master of ceremonies will make your job easier. Make sure you pick your master of ceremonies early enough so he can prepare for the banquet.
22. **State Officers Gifts/ Visitors Packets:** It is a tradition of many districts to have some sort of gift waiting for the state officers when they check in the hotel. Fruit baskets, flowers, munchies, etc. are nice, use your imagination and get creative. Something nice and impressive but you do not have to spend a fortune. It's the thought that counts! It should include a letter of welcome and information about the host lodge and the area. Include information on how to contact you if further information is needed.
23. **The visiting State Officers, Ritual Judges and State Ritual Chairman should receive a packet of information with an agenda of the entire weekend and area attractions.** This is your weekend – show them a good time and keep them busy. Get them involved in all your weekend Lodge functions. Be sure a map of the surrounding area is included, especially a map with directions to the host lodge and the ritual contest location. List local restaurants and shopping areas. The spouses will be looking for places to go and something to do while the ritual contests are being held. Meal tickets for Friday and Saturday nights can be included in the packet.
24. **Plan Meals for Friday Night, Saturday Noon, and Saturday Banquet:** Friday night dinner and Saturday night Banquet tickets are to be provided for the State Officers, Ritual Judges and Ritual Chairmen by the host lodge. The state officers, ritual judges, and chairmen will need lunch on Saturday after/during break of contest judging. A light lunch at the lodge or any close facility to the contest area should be planned.
25. **Arrange for Room Tiler for Contest:** A room Tiler should be provided by the host lodge for all the ritual competitions. During the contest the Inner Guard is not expected to fully open and close the door. This is the job of the Tiler that you will supply. Make sure he understands what his duties are and that he will be available for "all" of the teams competing.
26. **Copy mailings to State Ritual Chairman!**

Feel free to contact me at any time with questions or problems that arise.

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