



Texas State Council Knights of Columbus

*119th Annual State Convention
May 5-7, 2023
Sheraton Hotel
Dallas*

Convention Guidelines

Knights of Columbus Texas State Council State Convention

Tentative Convention Schedule

Friday, May 5, 2023

7:30 a.m.	Convention Golf Tournament
10:00 a.m. – 6:00 p.m.	Convention Registration
10:00 a.m. – 6:00 p.m.	Exhibits
12:00 p.m. 1:30 p.m.	Clergy Seminar and Luncheon
1:30 p.m.	Resolutions Committee Meeting
	Assistant Wardens/Tellers Committee Meeting
	Good of the Order Committee Meeting
1:30 p.m. 2:30 p.m.	Education Sessions
2:30 p.m. 3:30 p.m.	Education Sessions
3:30 p.m.	Awards Ceremony
5:00 p.m.	Family Night

Saturday, May 6, 2023

6:30 a.m. – 8:00 a.m.	Convention Registration
8:00 a.m. – 9:30 a.m.	Opening Mass
9:45 a.m. – 10:15 a.m.	State Deputy Report
10:30 a.m. – 12:00 p.m.	Convention Business Session
11:30 a.m.	Ladies Luncheon
12:00 p.m. – 1:30 p.m.	Lunch Break
1:30 p.m. - 2:30	Education Sessions
2:30 p.m. – 3:30 p.m.	Education Sessions
4:00 p.m. - 5:00 p.m.	Caucus Breakout Sessions
7:00 p.m.	Convention Banquet

Sunday, May 7, 2023

8:00 a.m. – 9:30 a.m.	Memorial Mass
9:45 a.m. – 12:00 p.m.	Convention Business Session
10:00 a.m.	Ladies Breakfast
12:00 p.m.	Convention Adjourns

Texas State Convention

Host Committee Work Requirements For Texas State Council

Staff Personnel: The State Office relies on the generous help of the local or host committee. The Executive Secretary shall itemize what help is required and hopefully your council members will sign up for our state council needs. Host committee will provide manpower only.

Tuesday, May 2, 2023

The Executive Secretary will arrive by 6:00 p.m. with loaded cargo van. Office staff will arrive on Tuesday.

Wednesday, May 3, 2023

Six local volunteers to arrive at 10:00 in the morning. We will move all materials to the set-up area and put together the State Council convention packets. Delegate packet preparation will require the Convention Brochures be delivered by 9:30 a.m.

Thursday, May 4, 2023

Registration area setup: Copier needs to be delivered and setup by 10:00 a.m. Thursday. Host committee to provide one 50 ft extension cord for copier.

Friday, May 5, 2023

We need 6 volunteers by 9:00 a.m. Friday morning for registration. Registration will open at 10:00 a.m. and close at 6:00 p.m.

Saturday, May 6, 2023

We need the same 6 volunteers from Friday by 7:15 a.m. Saturday morning for registration. Registration will open at 7:30 a.m. and close at 9:00 a.m.

Friday, May 5, 2023 through Sunday, May 7, 2023

Refer to Convention Schedule

Monday, May 8, 2023 Staff returns to Austin

Requirements and Checklist for Texas State Council Knights of Columbus Annual Convention

- I. Chapters and /or cities desiring that the Annual State Council Convention be held in their city will so advise the Chairman of the Past State Deputies Committee and the State Deputy by January 1st of the year, three years preceding the year which the convention is requested. As a requirement the request shall include a report summarizing the housing facilities available to the State Council. At such time, a time will be suggested for an on-site inspection by the State Deputy or designated State Officers.
- II. Statewide convention mail outs will be mailed from the Texas State Council Knights of Columbus State office in Austin, Texas. The local committee may send out early mailings at their own expense.
- III. Confer with the State Deputy and determine the convention theme.
- IV. Have the following available for a staff visit during the September preceding the convention:
 - A. **The tentative schedule of convention host events will be available for the State Deputy's approval by October 1st** prior to publication in the Texas Knight and/or mid-month mailing from the Texas State Council. Host events to include golf tournament, ladies lunch and entertainment, ladies Sunday brunch, host committee's convention souvenir sales and any other host committee functions. The State Deputy will give final approval of lunch and brunch menu selections.
 - B. The Texas State Council will supervise all banquet arrangements.
 - C. Qualified representatives from the hosting hotel and convention centers to show rooms and to ascertain arrangements for the convention.
- V. Other local Community and Host Committee concerns and requirements:
 - A. Transportation modes and methods anticipated which will facilitate conveyances in the most expeditious means possible. A map showing location of hotels and other functions should be sent to the State Council Office if requested.
 - B. Liability insurance policy for all Host Committee events: golf tournament, Friday night event, Ladies Luncheon and Breakfast and any other events.(Reference Lockton – See Mike McLaughlin).
 - C. All VIP transportation will include Bishops, Supreme Representative, and others designated by the State Deputy. VIP transportation will be coordinated by Kathleen McLoughlin.
 - D. Details and plans for the convention brochure. The State Office will furnish pictures of VIP's.
 - E. Honor guard arrangements by Fourth Degree District Master for scheduled Masses.
 - F. Your public relations people should work closely with Mark Johnson.

VI. Local Host Committee Activity Specifics:

- A. Set up workers to prepare, handle reservations and registrations, and work for the following items:
 - 1. Convention Golf Tournament
 - 2. Convention Liturgy, including a choir.
 - 3. Ladies Activity and Programs (luncheon, tours, and bus transportation if necessary)
- B. Set up a committee to promote ad sales and printing of the convention brochures. Brochure: Brochures must be available Wednesday at 10:00 a.m. An extra supply of 10 needed for the state council files.
- C. Host committee only is permitted sale of items, mementos, souvenirs or raffle with the approval of the State Deputy.
- D. The State Deputy's suite shall be supplied appropriately Thursday. A minimum of two Brother Knights shall be provided to serve in this suite which will open Thursday evening at 9:00 p.m. after the VIP dinner.
- E. Obtain and prepare all conventioneer packets from the local business community.
- F. Copier for use in the state council registration office required Thursday 10:00 a.m. through noon Sunday.
- G. Individual table decorations for Saturday night banquet. (Approximately 120-180 tables) approved by Executive Secretary.
- H. Choir for all liturgies.
- I. Responsible for reception honoring slate of newly elected State Officers. (only on new election years)
- J. Two 50' extension chords.

VII. Convention Brochure

The Texas State Council reserves the right for final approval of convention brochure content, layout and organization. Provide State Office with deadlines.

- VIII. The Local Host Committee will remit to the Texas State Council one-third of state convention net proceeds by June 15, 2023 excluding Friday night event.

State Convention Liturgies

Convention Opening Mass Saturday, 8:00 a.m.

Memorial Mass Sunday, 8:00 a.m.

1. All activities associated with either Mass are to be coordinated with the Assistant to the State Chaplain and Liturgy Chairman.
2. Principal Celebrant and homilist for each Mass:
 - a. Opening Mass – Host Bishop
 - b. Memorial Mass – State Chaplain
 - c. Associate State Chaplain, visiting Bishops and Priests may concelebrate
3. Physical setup for Mass to be coordinated and approved by the Assistant to the State Chaplain and Liturgy Chairman.
4. Readers for all Masses selected by State Deputy.
5. Altar Servers – two or three, usually members of the Knights and their family members.
6. Twelve ushers are required for both Masses.
7. Petitions within liturgical theme, by commentator or assigned person(s). Assistant to the State Chaplain will provide written petitions.
8. Gift Bearers for Opening Mass and Memorial Masses are selected by State Deputy.
9. Local Choir Group, Music, and instruments – Cost absorbed by the local Host Committee.
10. Printed leaflet for each liturgy – Cost absorbed by the local Host Committee. Co-ordinate booklets with the Assistant to the State Chaplain.
11. Fourth Degree – participation and processions to be determined by local Master.
12. Collections given to the State Treasurer.
13. Use attached check list for articles required. Costs are the responsibility of the local Host Committee except where noted.

Items Needed for State Convention Liturgies

Altar Cloths (1)	*
Bag, large for collection money	Local Committee
Baskets for collection (12)	*
Bottle of Wine (1)	*
Bowl and Lavabo (1)	*
Bowls to distribute communion (12)	*
Candle and Holders (2)	*
Chalice (1)	*
Chasubles and Stoles for Bishops (1-6)	One supplied by State Council, 5 by Local Committee
Cloths for credence, Blessed Virgin & gift tables	Local Committee
Corporals (5)	*
Cross for Altar (1)	*
Cross and stand for Processional (1)	*
Cruets (2)	*
Papal Flag, U.S. Flag and K.C. Flag & stands (3)	Local Committee
Host (3,000) and Hosts (Large) (30)	*
Lectionary, Sunday	*
Lectionary, Weekday	Local Committee
Mass booklets	Local Committee
Microphones (5)	Local Committee
Altar (1) cordless mike preferred	
Podium (1)	
Choir (3)	
Organ or Piano	Local Committee
Plants /Greenery/Flowers	Local Committee w/State Council ok
Podiums for Proclaiming the Word (1)	Local Committee
Purificators (24)	Local Committee
Sacramentary	*
Statue of Blessed Virgin	*
Table adjust height 4" for altar	Local Committee
Table set up as credence table (1) 3'x5'	Local Committee
Table for Blessed Virgin (1) 2'x2'	Local Committee
Table for gifts (1) 2'x2'	Local Committee
Towels (5) – hand towels	*

* Liturgy Chairman will supply these items

Comments:

- A choral group is needed for both Masses.
- Five chasubles for visiting bishops needed
- Three cassocks for altar servers needed
- Dressing rooms for Clergy and Fourth Degree need to be provided.

Convention Display Booths

Convention display tables as required. State Deputy must approve exhibits. Coordinate with Exhibits Chairman.

The Knights of Columbus display booths are meant to promote programs and not merchandise items.

Display set-up tentatively scheduled for 1:00 – 5:00 p.m. Thursday, per Exhibits Chairman's predetermined diagram. Exhibits Chairman needs to be on premises tentatively by noon. Displays open Friday at 10:00 a.m. Tear down Sunday following close of convention.

Note: Special electrical power or visual aids needed are the responsibility of the committee sponsoring the display. Additional costs, if any, are the responsibility of the sponsoring committee.

State Convention Floral Arrangements

Flowers to be coordinated between Flower Chairperson and Kari Jordan

Weekend liturgies

Deliver by noon Friday. Rent green plants for stage, to remain until 1:00 p.m. Sunday. Plants are used to decorate stage during awards ceremony Friday afternoon, liturgies/services and during business sessions. Renting potted flowering plants rather than purchasing cut flower arrangements for liturgies is preferred. Before placing order with florist, Host committee to discuss it with Kari Jordan. Ferns and floral arrangements paid by the State Council.

Saturday Night Banquet

Deliver by 4:00 p.m. Saturday to the dais reception room.

One dozen long stem yellow roses needed for Family of the Year. Paid by State Council.

Head Table

Five centerpieces needed (Three for lower tier and two for upper tier). Discuss arrangements with Kari Jordan. Arrangements are usually not too tall, maybe ten inches, but extending to the sides as much as possible. Floral arrangements paid by State Council.

Individual Table Decorations

Executive Secretary requests photo or description prior to approval. Design, creation and cost responsibility of Host Committee.

Ladies Programs

Floral arrangements and cost are the responsibility of the Host Committee.

Host Convention Committee

List Title, Name, email and phone

Chairmen:

Secretary:

Treasurer:

PR/Convention Ad Brochure:

VIP Transportation:

Fourth Degree:

Ladies' Events:

Floral Chair:

Country Store Chairmen:

Friday Event:

Work Crew Leader:

Golf Tournament:

Adoration:

Liturgy:

Hospitality:

Exhibits:

Credit Card Machine/Sales:

Registration:

Raffle:

Time Table

June or July	Formation Meeting
October	Committee Meeting Progress Report. Host committee sends initial requests for ads
November	Committee meeting wrap-up on contracts, event contacts, cost per activity, etc.
Dec 2-4, 2022	Midyear Meeting, Round Rock, Kalahari Resort
December 1	Finalized materials (all forms) including convention logo due to Kathleen for the Convention Forms booklet. No PDF files.
December 8	Forms booklet goes to press
January 6	First Call of Convention and Convention Forms Booklet mail out
February	State/Supreme Per Capita Reminders
March 1-15	Order State Deputy Awards – Charity, Unity, Fraternity & Patriotism
March 9	Convention Supplement Reports due to Kathleen (except Education Committee)
March 10-12	Pre-Convention Meeting (Service Award Winners & Family of the Year decided, Educational Grant Winners determined)
March 13	Education Convention Supplement Reports due to Kathleen Welcome letters & photos due to Kathleen for Ad Brochure
March 22	2 nd mail-out 45 days in advance of convention (Resolutions & Proposed Budgets per Bylaws)
April 3	Proofed Supplement to printers
April 7	Good Friday – Office closed
April 9	Forms Deadline (Delegate Certification, Banquet Reservations & In Memoriam) Selection of various convention awards, preparation of plaques, certificates, etc.
April 9	Convention Ad Brochure ads due to Host Committee
April (Need date from Host Committee)	Convention Ad Brochure to State Office for review and approval
April (Need date from Host Committee)	Proofed Ad Brochure (State Portion) to Host Committee
April 24-27	Miscellaneous materials - In Memoriam, awards booklet, trifold, tickets printed
April 25	Friday Awards ceremony in Power Point proofed by Kathleen McLoughlin
May 2	Office Staff leaves for Dallas
May 2-7	State Convention Dates: Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday
May 8	State Office Closed