

2009 Conclave Timeline for Lodge Contingents

February 1 Memorabilia Pre-Order Form/Payment Due

Remember to designate whether you want your order shipped to you prior to conclave.

February 7 Winter Leadership Retreat – Memorabilia Pre-Orders due

April 7 Contingent Participant Fee Transmittal Form Due

Please remember to note your designated contingent leader on this form (the person who will register your contingent on Friday, April 17th).

Remember that ALL participants who are not pre-registered must register individually on-site. There will be no refunds of fees forwarded with your contingent transmittal (i.e. pre-registration fees will not be refunded, but may be transferred to another participant if necessary).

April 17 Contingent Leader On-Arrival Needs for Registration

- *Photocopies of all Medical forms for your participants*
- *A list of all pre-registered participants by name, marked adult or youth, which should match the number of participants submitted with your Transmittal Form*

We would recommend that your designated Lodge Contingent Leader plan to arrive as early as possible, preferably before or with the bulk of your contingent. Registration starts at 3:00 PM Friday.

Remember that dinner will be served Friday evening to your registered participants.

Participants from your lodge who register on-site (those who have not registered through you prior to arrival at conclave) will register individually at the registration site. You will be provided a list of those in your lodge who register individually at the end of registration Friday.