

Michigan State Grange Annual Session Hosting Responsibilities

RESPONSIBILITIES

Session Location	Table Favors
Lodging	Fifth Degree
Judges	Speakers
City Officials	Flowers
Press	Badges
Hospitality Room	Piano
DJ/Band for Banquet	

FINANCIAL RESPONSIBILITIES

Hosting Region	State Grange
Session Location Hospitality Room Table Favors Flowers Badges – able to select color with Master’s approval Piano DJ/Band for Banquet Program Book (optional)*	Meals Judges

*Program books if selected are the responsibility of the region.

Hosting Region receives the registration fees.

LOCATION

Facility – Select a few different sights, however Master has final say

- Meeting Room
 - Must be at least 40 x 80 feet
- Display Room
 - Either one big room (appx. 30’ x 50’) or two smaller rooms
- Office
 - Needs multiple electrical outlets
 - Tables
 - Chairs (between 3-4)
 - Must be no smaller than 10 x 15 feet
 - Separate circuits available for computers and copier

LODGING

- We reserve a block of 40 rooms
- Room Cost \$80 or less per night

MEALS – Master handles meals

- Awards Luncheon
- Annual Banquet

JUDGES FOR CONTESTS – Cannot be Grange Members

- Family Activities Department
- Lecturer Department
- Junior Department
- Deaf Awareness Department
- Agriculture Department

CITY OFFICIALS

- Elected officials from area of convention to welcome us to the area
- Hotel or facility representative to welcome us to the facility

PRESS

- Local press either newspaper, TV, or radio

HOSPITALITY ROOM

- Room for people to gather relax and have a light snack
- Provide snacks/cookies, drinks

TABLE FAVORS

- Table favors are used for each of the different meal functions
- It is recommended that the hosting region talk to the department directors for their respective meals as to what they might like for their table favors.

DEGREE WORK

- Hosting region is responsible for Fifth Degree
- Apples for both Fifth and Sixth Degree – Two bushels
- Equipment for Fifth Degree

SPEAKERS

- Speaker during convention - usually National Representative

FLOWERS

- Red or Pink - Roses or Carnations - for Sixth Degree: 2 dozen (short stem) (State Grange has silk roses for Rose drill)
- Assorted Colored Mums for Room Décor: 12 mums (no bigger than 12" containers)
- White Carnations for Memorial Service: 3 dozen
- Flora's Emblem Centerpiece: short stem red rose and baby's breath
- 1 Centerpiece for Lunch/Dinner: to be used at both meals

REGIONS

- Region 1: Barnard, Harbor Springs, Torch Lake, Summit City, Fern, and Oceana Center
- Region 2: Gratiot, Studley, Burns, Capital, Maple Leaf, Kinney, and Carlisle
- Region 3: West Oshtemo, Home, Fredonia, Colon, White Pigeon, Burr Oak, and Community
- Region 4: Mosherville, Adams, North Adrian, Rome, Lime Creek, Pittsfield Union, and Plymouth/Westland.