

GENERAL GRAND CHAPTER 2021
Committees required in Salt Lake City

SECTION I – Decorations & Set Up

Stage (East) & Labyrinth Set Up

- Work with decorating chairmen and a decorating company to set up backdrop, stage, ramps, registration area, credentials area
- Assist with decorating area in front of East, Labyrinth & other areas as necessary
- Set up and take down Labyrinth as needed for drills, etc. – Altar, pedestals, chairs, emblems, etc.
- Arrange for adequate seating on stage
- Arrange for podiums to be in place with microphones
- Set up West, South and North as necessary, including Page chairs

SECTION II – Operational

Sound & Lights

- Contract with approved audio visual company in a timely manner
- Coordinate audio visual company's preparation and activities
- Using podium book (script) as a guide, operate the sound system & lighting during the entire Session

Video Screens

- Coordinate with audio visual company for placement of video screens
- Using podium book (script), operate the video screens during the entire Session

Arena Seating & Signs

- Provide Registration & Credentials area with appropriate signs
- Arrange for adequate seating on arena floor
- Set up removable signs for designated seating as necessary
- Designate handicapped seating area with signs
- Designate seating area for persons waiting to be introduced as necessary

Photography

- Arrange for professional official photographer
- Coordinate, if necessary, use of official photographer at Installation for incoming GGC Officers

Ushers

- Serve in addition to GGC assigned ushers to assist attendees with seating as needed

Vendors

- Sell booth spaces to vendors
- Coordinate with decorating company to set up booths
- Assign booths to vendors
- Oversee move-in and move-out of vendors
- Communicate all of above and other necessary information to vendors

SECTION III – Protocol & Dignitaries

Stage (East) Pages

- Serve in addition to assigned GGC Pages
- Greet all visitors who come to the East
- If asked, help present gifts to all visitors to the East
- Assist presiding officers/speakers as necessary
- Assist persons seated in the East as necessary

Flags Presentation

- Ensure all required flags are present
- Ensure all flags have staffs
- Place flag stands on stage in proper place and in order
- Review/instruct flag presenters in proper flag etiquette

Gifts Register Room

- Receive gifts from attendees for General Grand Officers
- Catalog and store gifts until picked up
- Retrieve gifts for designated Officer or their Page

Line up Dignitaries

- Assist GGC assigned personal pages of RWGC and RWAGC as necessary
- Provide assistance to persons being introduced as necessary

Welcome Bags for Attendees

- Obtain contents for the bag
- Stuff bags with contents
- Store bags at Registration area for distribution
- Assist in distribution if necessary

ESTARL Collection

- Coordinate with Chairman re: obtaining and making available containers for ESTARL donations
- Assist with collection as necessary
- Identify secure room assigned to use to count money
- Assist counting money if necessary

Gift Bags/Baskets for Distinguished Guests

- Create gift bags (or baskets) for General Grand Chapter Officers & Past Most Worthy Grands
- Place in hotel rooms

SECTION IV – Finance

- Maintain all financial records and perform audit to ensure accuracy
- Prepare financial expense reports for submission to the GGC Board of Right Worthy Grand Trustees for reimbursement

SECTION V – Housing (housing services to be provided for by Orchid Housing)

Housing

Function as liaison between attendees and Orchid Housing
Assist in resolving issues if necessary

Information Desks – OES Specific

Arrange for and coordinate staff for info desks in lobby of each hotel and at Salt Palace Convention Center
Provide information to attendees on Session activities, social events, buses, courtesy cars, etc.

SECTION VI – Social

Have general oversight and assist Social Function Chairmen with logistics for meal arrangements such as room size; room assignments; set up of room; special request required for set up; information needed for hotel/convention center contact person for menus, etc.

Wyo/Texas General Banquet

2021 GGC Officers' Banquet

Grand Representatives' Luncheon – Trish Harwood, PGM, IGRA President

Saturday Night Mixer

50th Triennial Assembly Special Celebration

GGC/IGRA Reception

Candidates' Reception

Work with Jurisdictions re: their social events, i.e., breakfasts, luncheons, banquets

Various other social events

SECTION VII – General

Security

Arrange for security in convention center during all Sessions and at night in vendors' area

Will supplement uniformed SLC security officers

First Aid (must be RNs or LPNs)

Determine supplies needed

Obtain necessary supplies

Staff first aid room at convention center during entire Session

Supplies to be paid for by GGC designated funds

Secretary Assistance

Arrange for necessary equipment (computers, printers, copier, fax)

Obtain necessary supplies (paper, paper clips, staplers, pens, folders, etc)

Supplies to be paid for by GGC designated funds

Hospitality Room (general hospitality room)
Staff & operate Hospitality Room at designated hotel
Plan and acquire food, drinks and snacks
Prepare and make refreshments available to attendees
Tickets to be purchased at the door
Collect money and track expenses
Prepare financial report, including income and expenses

SECTION VIII – Printed Materials

Distribution and Sale of Various Publications
Arrange for table and schedule staff to attend table at convention center
Sell publications to attendees
Keep track of income
Prepare report itemizing items sold and income received

SECTION IX – Transportation

Buses (limited bus transportation needed)
Arrange for bus company and secure contract in a timely manner
Ensure proper scheduling of buses
Assist attendees during loading and unloading
Provide information regarding schedules and pickup locations

Bus Passes
Receive reservations from attendees for bus passes
Record buyers' names and money received
Create and print bus passes
Place bus passes in envelopes
Label envelopes with buyers' names
Organize by attendee within Jurisdiction
Arrange for ticket envelopes to be put in Registration packet or with permission, place in registration packets

Courtesy Cars (requires 4-door sedan or van)
Provide transportation and assistance to General Grand Officers, Past Most Worthy Grands, and Pages as necessary
To and from convention center
To and from airport on arrival and departure

Wheelchairs & Scooters
Arrange for independent vendor to provide wheelchairs/scooters for rent
Arrange for secure storage of wheelchairs/scooters
Secure electrical outlet for each wheelchair/scooter if they are stored at convention center
Receive forms from attendees for lease of equipment and keep accurate records of same

Tours (may work with Transportation Committee)

Arrange for area tours

Arrange for tour information (in person and printed) to be available to attendees

Assist attendees with tours; possibly ride bus & help keep group organized

Arrange for tour confirmations to be put in Registration packet or with permission, place in registration packets