

State/Province \_\_\_\_\_

## Women of the Moose Annual Conference and Convocation

Moose Association Name \_\_\_\_\_

Dates To/From \_\_\_\_\_

City \_\_\_\_\_

Hostess Chapter & No.: \_\_\_\_\_

General Chairman (JGR): \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Province/Zip \_\_\_\_\_

Registration Chairman (REC): \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Province/Zip \_\_\_\_\_

Officer in Charge: \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Province/Zip \_\_\_\_\_

Telephone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Official Visitor: \_\_\_\_\_

Title \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Province/Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Headquarters Hotel: \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Province/Zip \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

### Important Information

- Top Honor Chapters are selected from records at Women of the Moose Headquarters from May 1, 2009 thru April 30, 2010.
- Top Sponsors are those who have sponsored five (5) or more candidates between May 1, 2009 and April 30, 2010 and are selected from records at Moose International.
- **Convocation is open to all registered members (including Loyal Order of Moose) in good standing.**
- Photos may be taken during any Session, providing they do not interfere or disrupt the meeting.
- Audio and video recordings shall **NOT** be made by any Chapter or co-worker during the conference.
- Fund Raising Projects shall **NOT** be conducted during the conference **unless authorized by the Grand Chancellor.**

### Registration Information

**Co-workers** – Current Membership Card and \$10.00 reg. fee.  
**Green Cap Candidates** – Current Membership Card, Green Cap Call Card and \$25.00 Fee. (Which is \$15.00 candidate fee and \$10.00 registration fee)

W.O.T.M. Registration and Sessions will be held at \_\_\_\_\_, unless otherwise indicated.

### Registration Hours

Thursday, (If necessary) \_\_\_\_\_

\_\_\_\_\_ p.m. – \_\_\_\_\_ p.m.

Friday, \_\_\_\_\_

\_\_\_\_\_ a.m. – \_\_\_\_\_ p.m.

Saturday, \_\_\_\_\_

\_\_\_\_\_ a.m. – \_\_\_\_\_ p.m.

Sunday, \_\_\_\_\_

\_\_\_\_\_ a.m.

**\*\*\*Direct all questions regarding this program to the Officer in Charge\*\*\***

Listed below are the marches that will take place at the Annual Conference. All checks shall be made payable to Moose Charities and earmarked as shown below. (Exception: Donations to non-Moose organizations. Checks shall be made payable to the organization receiving the donation.)

Friday Afternoon Session (date) \_\_\_\_\_

- Earmarked for "Mooseheart Music Department"

Saturday Morning Session (date) \_\_\_\_\_

- Earmarked for "Association Special Projects Fund"
- If applicable – check payable to non-Moose organizations

Convocation on Sunday (date) \_\_\_\_\_

- Earmarked for "Moosehaven Beauty Shop"

**Friday,** \_\_\_\_\_

**Saturday,** \_\_\_\_\_

\_\_\_\_\_ a.m. to \_\_\_\_\_ **Opening Session**

- Deputy Grand Regent (OIC), presiding
- Invocation  
Chaplain, \_\_\_\_\_
- Pledge of Allegiance  
Junior Regent, \_\_\_\_\_
- Address of Welcome  
Jr. Graduate Regent, \_\_\_\_\_
- Response  
Senior Regent, \_\_\_\_\_
- Introductions
- Addresses of 5<sup>th</sup>, 4<sup>th</sup>, 3<sup>rd</sup> Top Honor Chapter JGR
- Remarks – Official Visitor
- Announcements by General Chairman
- Roll Call of Chapters
- Door Prizes

\_\_\_\_\_ to \_\_\_\_\_ **Lunch**

\_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. **General Session**

- Deputy Grand Regent (OIC), presiding
- Addresses of 2<sup>nd</sup>, 1<sup>st</sup> Top Honor Chapter JGR
- Address of Current International Officer (if applicable)

**MARCH OF CHECKS FOR  
MOOSEHEART MUSIC DEPARTMENT**

- Contributions presented by Chapter Representative  
Accepted by Deputy Grand Regent (OIC)
- Presentation and Remarks – Official Visitor
- Announcements by General Chairman
- Roll Call of Chapters
- Door Prizes



**Convocation Staff Rehearsal State//Provincial  
Conferral Coordinator shall announce the day,  
time and place.**

\_\_\_\_\_ a.m. to \_\_\_\_\_ **General Session**

- Deputy Grand Regent (OIC), presiding
- Addresses of Chairmen/Coordinators/Representatives
- Presentation and Remarks – Official Visitor
- Recognition of 2009-2010 Top Sponsors
- Association Special Projects Fund March
- Announcements by General Chairman
- Roll Call of Chapters
- Door Prizes

\_\_\_\_\_ to \_\_\_\_\_ **Lunch**

\_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. **General Session**

- Deputy Grand Regent (OIC), presiding
- Presentation and Remarks- Official Visitor
- Endowment Fund March
- Announcements by General Chairman
- Roll Call of Chapters
- Door Prizes

\_\_\_\_\_ p.m. **Convention Banquet**

**Sunday,** \_\_\_\_\_

\_\_\_\_\_ a.m. **Convocation**

- Deputy Grand Regent (OIC), presiding  
(The Convocation Conferral Staff will participate in the ceremony.)
- Speech

**MARCH OF CHECKS FOR  
MOOSEHAVEN BEAUTY SHOP**

- Contributions presented by College of Regents Chairmen  
Accepted by Deputy Grand Regent (OIC)
- Address prepared by WOTM Headquarters
- Green Cap Conferral
- Roll Call of Chapters
- Introduction of Current/Past State//Provincial and  
International Officers
- Farewell from Official Visitor
- Annual Conference and Convocation Report by General  
Chairman/ Announcements
- Changing of Tassel – Outgoing Deputy Grand Regent
- Investiture of Incoming Deputy Grand Regent (if applicable)
- Address of new Deputy Grand Regent (if applicable)
- Adjournment

