

# *Knights of Columbus*

## *Master 4<sup>th</sup> Degree*

### *Wyoming District*

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## **“Religiously Devoted, Patriotically Proud”**

### **Host Assembly Guide**

**Set and confirm date with District Master. In order to secure all approvals, the proposed date must allow 4 or 5 weeks time frame prior to proposed date.**

**Develop schedule (see recommended schedules). Be certain to consider time for rehearsal (only 4th degree members can be present), arrange to set up chamber and ante-chamber, arrange to accommodate wives and other non 4th degree guests, allow about 1 hour for candidate registration (candidates and non 4th degree members must not be able to see the chamber where exemplification will be held), arrange for Mass if appropriate and arrange for celebratory meal. A time schedule with all details (who, what, where, when) should be developed with the District Master to send out statewide and post on the state website to be available to all prospective candidates.**

**A large room is needed for the Council Chamber, and must have good separation from the Ante-chamber. The walls and other features in the room should be decorated in the National Colors. (There is wide room here for artistic display.) Greatest caution must be used to prevent its exposure to non 4th degree members and guests. The sentinels and duly appointed members will assist in this task. A current membership card must be possessed by all entering this room during this time.**

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Set up a registration table near the Ante-chamber. An Assembly Registrar is expected to spend the entire registration period at the registration table. He may be assisted by the Outer Sentinel. The Inner Sentinel must make certain only qualified members are allowed in the Chamber.

Provide a projector screen or large TV screen and appropriate connecting cords and computer. If that is not available, the MFD has a 43 inch TV and appropriate connections that may be used. An audio system is needed for ceremonial music. Preferably two people should be present, or one person familiar with the equipment needs to be present to operate the equipment. The AV setup must be positioned in such a way as to not distract the candidates. The person(s) who run the power point and audio must keep up with the degree officials' presentations and will practice with the degree team at the time scheduled for rehearsal. The ceremonial media is In CD form or on a thumb drive that can be used with a laptop or computer. The District Marshal will bring the appropriate Flags and stands for the exemplification.

The chamber needs two large tables and a lecturn or podium. These need to be set up in such a way that they don't interfere with the candidates ability to see the projector screen or TV. The District Master will oversee any modifications to the chamber setup. Many of the preliminary arrangements may be made the afternoon or evening prior to the Exemplification.

It would be appropriate for wives of the Host Assembly members to be available to make the candidates wives and/or other guests comfortable. Perhaps they could be guides to shopping or other activities appropriate for the two to four hour time span the set up and exemplification will take.

The Master will pay \$10.00 to \$15.00 per candidate for the meal, and will also pay for meals for Dignitaries and their guests (includes District Master and District Marshal). It is expected that the Host Assembly provide the meal for Exemplification Team Officers. Other guests and visitors may be charged an appropriate amount or left to make donations at the discretion of the Host Assembly.

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