

Grand Lodge Convention Kansas City, MO 2025
Registration flow sheet & other important items of significant importance

1. Make your housing reservation by sending your completed form and payment* to the state office in Tacoma by 4/18/25. *Exalted Rulers or qualified alternates also include ER activity fee
2. Sign in to your elks.org account and pay your GL registration after it is open for business. **This is separate and different than the housing registration with the state office and is your responsibility to handle.** (portal usually opens in mid-April)
3. Make certain you order the proper badge directly through Badges by Jan. The order form is included in the packet.
4. For all ER's or qualified alternate, order your Kelly Green blazer here: [Wholesale Blazers for Men and Women 18 colors by Saxon Uniforms](#) order form is at the bottom of web page.
5. If you need any WSEA clothing, you can purchase that by completing the order form.
6. District Deputy Designates get 4 days comped by Grand Lodge. **You must make your housing reservation through your state association form. It is your responsibility.**
7. Certain delegates will receive comped days for attending the convention. If you stay longer than days comped by GL, that would be at your expense. The assigned hotel will be paid by GL in advance of the convention. Assigned hotel means the hotel the state has been assigned to. For GL Committee people or GL Officers, your paperwork from GL will specify where you will stay. **You are responsible for reading your correspondence from GL and following their instructions to the letter.**

Those who have comped days in the past are: Incoming GL Committee people, District Deputy Designates, GL Officers, State Elks National Veterans Service chair, State Hoop Shoot chair, Hoop Shoot Regional Directors & State Governmental Relations chairs.

In recent years, State Drug Awareness Chairs have needed to pay for their room in advance and then be reimbursed by GL after properly submitting an expense voucher. Drug Awareness State Chairs, pay particular attention to the correspondence you receive from Grand Lodge.

The following note should not have to be printed, however in past years there are many examples of poor representation through improper dress.

Short pants and any item with inappropriate messaging are not to be worn to any official functions while at Grand Lodge. This applies to the opening session, general sessions, the afternoon instructional seminars and Ritual Competition.

Please use your head so as not to embarrass yourself, your Lodge, or your State. Dress & act appropriately.

Electronic Grand Lodge information?

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Grand Lodge Housing Chair
Joe Basil
PO Box 888
South Bend, WA 98586-0888
(360)942-8131 (C)
joebaz56@gmail.com

To: **All Area 8 Grand Lodge Convention Attendees**

Subject: 160th **Grand Lodge Convention Kansas City, MO**

Grand Lodge Convention will be held in Kansas City, MO starting Sunday June 29th through Wednesday July 2nd, 2025.

Per Grand Lodge Statutes it is each Lodge's responsibility to send their Exalted Ruler or qualified alternate to the National Convention; however, it is the incoming Exalted Ruler or qualified alternate's responsibility to complete the forms and see that the required funds are submitted by the listed deadline. It is imperative the registration form and payment be received by the listed deadline of April 18th, 2025, or the Lodge will receive a bill for a \$75.00 late fee.

Lodges should not pay for anyone to go to the Grand Lodge Convention that is not an ER or qualified alternate. The alternate's need to register with the Grand Secretary on official letterhead no later than two weeks before the convention. Even if a Lodge gets dispensation and does not send their ER, the lodge is still obligated to pay the activity fee.

The Grand Lodge Convention **OPENING CEREMONY WILL TAKE PLACE AT 4:00 PM (Time subject to change) ON SUNDAY June 29th at the Kansas City Convention Center, 301 W 13th St, Kansas City, MO 64105.**

All of Area 8 will be housed at the Loews Kansas City Convention Center Hotel, 1515 Wyandotte St, Kansas City, MO.

All housing requests must be made on the form which is provided **with payment for your first night. Exalted Rulers or qualified alternate also must also include the activity fee.** Room charge this year at the hotel is \$204.00 per night (all tax included). **The hotel will NOT accept your individual reservations.** Standard rooms are all non-smoking with a standard king, or two queen beds and every effort will be made to accommodate your desires: ADA handicapped or other special needs.

We want to make your trip to the Grand Lodge Convention an enjoyable one and will try to accommodate your needs as best we can. Your cooperation in filling out the forms completely and sending those to your state director along with your hotel first night charge is greatly appreciated. Your mode of travel to Kansas City is strictly up to you, however, since most of you will be flying; make your reservations early to get the best rates and to arrive in time to attend the 4:00 PM Opening Ceremony on Sunday June 29th, 2025.

If you have questions regarding housing, please contact your state hospitality coordinator.

Fraternally,

Joe Basil

Joe Basil, Chair

Area-8 Grand Lodge Housing Chair



160th Grand Lodge Convention
Loews Kansas City Convention Center Hotel
Kansas City, MO
June 29th to July 2nd, 2025

LODGE BUDGET RECOMMENDATION

As approved by State Sponsor
Budget for Exalted Ruler & Spouse

Travel (Round trip for 2 people @ \$650 each.....	\$1,300.00
Housing (5 nights @ \$204.00 tax included (Housing Form)	\$1,020.00
Per Diem (5 Days @ \$100.00)	\$ 500.00
ER Activity Fee	ER or qualified alternate only \$ 300.00*
*Lodge will be billed \$75.00 if received after April 18 th .	
Washington State Jacket and Tie.....	\$ 250.00

Registration w/Grand Lodge DONE ONLINE & YOUR RESPONSIBILITY \$ 50.00

..... TOTAL recommended budget not including optional items below **\$ 3,420.00**

Strongly encouraged Optional selection for Kansas City GL Convention 2025

Incoming GER Bryan Klatt cocktail reception w/hors d'oeuvres.....	\$100.00/\$150.00
Your \$100 cocktail reception purchase includes entry for a single person and 1 pin or 1 pendant.	
Your \$150 cocktail reception purchase includes entry for 2 people and 2 pin(s)/pendants(s)	
.....TOTAL recommended budget including optional selection	\$ 3,520.00/ \$ 3,570.00

Payment for one night's room deposit (\$204.00) and ER Activity Fee (ER or Qualified Alternate Only) (\$300.00) must be **in the hands** of the State Office by April 18th, 2025.

Total to send to state office is \$504.00 not including optional selection.

Late payments will result in an additional \$75.00 fee per above.



160th Grand Lodge Convention
Washington State Elks Delegate Housing Form



June 29th – July 2nd, 2025

Please print clearly

Name: _____ Phone #: _____

Address: _____ City: _____ St: _____ Zip: _____

Lodge Name & #: _____ Email: _____

One (1) Title for Badge: _____

Spouse name (if attending): _____

HOTEL RESERVATION:

PLEASE DO NOT LEAVE BLANKS – REGISTRATION WILL BE RETURNED IF INCOMPLETE

LOEWS KANSAS CITY CONVENTION CENTER HOTEL 1515 WYANDOTTE KANSAS CITY, MO.

1st Night Room Deposit **DO NOT SEND MORE THAN THIS** \$204.00

Check the boxes below as they apply to your room needs:

Room Type: 1-2 people 3 people 4 people

Bed Type: 1 Bed OR 2 Beds

Arrival Date: _____ Departure Date: _____ total # of guests in room _____
(check in time 3:00pm) (check out time: Noon)

Special Requests (ie: ADA shower etc): _____

ER ACTIVITY FEE:

ER or qualified alternate ONLY: \$300 if postmarked before April 18th \$ 300.00

Each lodge submits this fee. The lodge will be billed \$75 if received after April 18th, 2025

Incoming GER Bryan Klatt RECEPTION: Optional purchase

Cocktail reception for 1 person: check one- pin or pendant \$ 100.00

Cocktail reception for 2 people: choose two; # of pin(s) ___ / # of pendant(s) ___ \$ 150.00

No selection to the above will default to "pin" selection(s)

TOTAL OF ABOVE = \$ _____

Mail Completed Form(s) to:
WASHINGTON STATE ELKS,
GL Convention Registration
PO Box 110760, Tacoma, WA 98411-0760

Confirmations will be emailed weekly using the information above so please print carefully and legibly.
PLEASE check the confirmation details carefully and call 253-472-6223 if a discrepancy exists.

DEADLINE FOR ALL REGISTRATIONS:
Postmark before April 18th

State Office use ONLY:
FOP: _____ AMT: _____
PC: _____ LC: _____
POSTMARK: _____
__ of __ _____

DEADLINE - April 18th, 2025 (Payment in the hands of the State Office) **No late registrations this year, no exceptions this is your responsibility**

FORM INSTRUCTIONS:

**Please follow these instructions carefully!
Fill in all the information completely and clearly.**

Incomplete registrations will be returned to you until they are complete.

All housing registrations must be submitted on THIS form and must be accompanied by payment for your First night room charge. Room Rate is \$204.00 tax included.

ALL Housing will be assigned in the order in which the requests are received. Indicate any special room requests you may have, i.e. handicapped access, etc. (Please note, DD-Designates do not pay for Lodging however DD-Designates will pay for nightly room charges in excess of authorized travel days as issued by Grand Lodge.

ER ACTIVITY FEE

Each Lodge is required to pay a fee of \$300.00 to defray the costs associated with the Grand Lodge Convention. If your payment is not in the hands of the State Office by APRIL 18th, 2025 your lodge will receive a bill for the additional \$75.00. Exalted Ruler's or qualified alternate's registration form should include 1st night housing deposit as well as \$300 ER Activity Fee. Please do not send additional funds.

NO CREDIT CARDS, PAYMENT MUST BE BY CHECK ONLY

Mail a Check payable to WSEA ensure you include a housing form and if pertinent, a clothing order form – payment without forms and vice versa will be returned for proper completion:

Washington State Elks Association
GL Housing Registration
PO Box 110760
Tacoma, WA. 98411

- Only the delegate housing form and WSEA clothing order form are to be submitted with payment to WSEA. They are pages 6 & 9 of this Packet.
- You will send the badge order form and payment directly to badges by Jan. It is page 8 of this packet.
- You will go online and secure your Kelly Green Blazer, it is no longer facilitated by WSEA. Website link is [Wholesale Blazers for Men and Women 18 colors by Saxon Uniforms](#)

DO NOT SEND TO WSEA

THIS FORM AND PAYMENT GOES DIRECTLY TO BADGES BY JAN

DO NOT SEND TO WSEA

Badge Order Washington State Elks Association

Send to:

Badges by Jan
PO Box 854
Condon, OR 97823

DO NOT SEND TO WSEA

Phone: 541-384-6854

Email: badgesbyjan@hotmail.com

F1 Gold Badge with Green Letters - crossed flags emblem included

Face size of this badge is 2 1/4" x 3 1/4"

Over the Pocket	\$ 14.00 each	Qty: _____
Flat with pin back	\$ 14.00 each	Qty: _____
Flat with magnet back	\$ 16.00 each	Qty: _____



Line 1 - Washington State Elks Association

Line 2 - Name

Line 3 - Title

Name for badge _____

Line 4 - Lodge name and lodge number

Title on badge _____

L2 Gold Badge with Green Letters - crossed flags emblem included

Face size of this badge is 1 1/2" x 3" flat badge

Flat with magnet back \$ 12.00 each Qty: _____

Line 1 - Washington State Elks Association

Line 2 - Name

Line 3 - Title

Name for badge _____

Line 4 - Lodge name and lodge number

Title on badge _____



Lodge Name _____ Lodge # _____

Badge(s) Total \$ _____ + Shipping of \$7.00 \$ Order Total

Orders going to the same address only charge one shipping cost

Ship Badges To:

Name _____

Address: _____

City, State, Zip _____

Phone # _____ In case we need to contact you

Email: _____

Electronic Grand Lodge information?

Scan me



I will show you the way

WSEA Grand Lodge Clothing Order Form

THIS WILL BE RETURNED TO YOU IF IT IS INCOMPLETE



WSEA GOLF/POLO SHIRTS

Color options: Green, White or Red

Size options – S, M, L, XL, 2X, 3XL, 4XL

Please indicate M (male) or F (female) cut. If no selection is made a M (male) cut will be filled.

M or F Size :___ Color:_____ Qty: _____ X \$30.00 each.....total: \$ _____
M or F Size :___ Color:_____ Qty: _____ X \$30.00 each.....total: \$ _____
M or F Size :___ Color:_____ Qty: _____ X \$30.00 each.....total: \$ _____
M or F Size :___ Color:_____ Qty: _____ X \$30.00 each.....total: \$ _____

WSEA SHORT SLEEVE BUTTON-UP DRESS SHIRTS

Color options: Green, White or Red

Size options – S, M, L, XL, 2X, 3XL, 4XL

Please indicate M (male) or F (female) cut. If no selection is made a M (male) cut will be filled.

M or F Size :___ Color:_____ Qty: _____ X \$30.00 each.....total: \$ _____
M or F Size :___ Color:_____ Qty: _____ X \$30.00 each.....total: \$ _____
M or F Size :___ Color:_____ Qty: _____ X \$30.00 each.....total: \$ _____
M or F Size :___ Color:_____ Qty: _____ X \$30.00 each.....total: \$ _____

State Tie Qty : _____ X \$25.00 each..... Total: \$ _____
Ladies State Scarf Qty: _____ X \$25.00 each..... Total: \$ _____
Badge Holder (neck wallet) Qty: _____ X \$10.00 each..... Total: \$ _____

SUBTOTAL \$ _____

Orders up to \$50 add \$15,
over \$51 add \$22.....**SHIPPING \$** _____

Subtotal + Shipping = TOTAL: \$ _____

Mail Check and order form to:
WSEA
GL Clothing Order
PO Box 110760 Tacoma, WA. 98411
Orders will begin shipping in Mid April

Please ensure your information is legible.....Please, we can't stress this enough.

Ship To:

Name: _____ Lodge # _____
Street Address: _____
City: _____ St _____ Zip _____
Eve Ph# _____ Day Ph# _____
Email: _____

Electronic Grand Lodge information?

Scan me



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Loews Kansas City Convention Center Hotel

1515 Wyandotte Street

Kansas City, MO 64108

160th Grand Lodge Convention

Kansas City, MO

June 29th thru July 2nd 2025

AREA 8 REGISTRATION FORMS AND CONVENTION OVERVIEW

PLEASE READ THE INSTRUCTIONS ON EACH FORM CAREFULLY

Hotel Information

- **Location:** All of area 8 is housed at the Loews Kansas City Convention Center Hotel.
- **Amenities:** Bus service to all sessions will be available.
- **Room Costs:** \$204.00 per night single, double, triple or quad.
- **Parking:** Discounted 20%
- **Credit Card vs Debit Card:** While you have paid your state association for your **first night**, you will be asked for a credit or debit card for incidentals. If you must use a debit card, make certain you have adequate cash in your bank account because the hotel will take out funds for each day of your reservation and the money may not show back up for a week or more following check out.
- **NO SHOWS-** If you are a no show and don't make contact with Area-8 Housing Chairman Joe Basil, you will lose the first night deposit and your entire reservation will be cancelled. Joe's telephone # is 360-942-8131. Contact should be done **verbally** (don't leave a voice mail) to assure contact has been made followed by a confirming text or email to Joe. Joe will be arriving in Kansas City on Wednesday, the week before the convention will begin.

Registration for Attendance

- **ALL HOTEL REGISTRATIONS MUST BE MADE THROUGH YOUR STATE ASSOCIATION AS PER ATTACHED REGISTRATION FORM. NO EXCEPTIONS.** The hotel has assured us they will not accept individual registrations.

Ground Transportation

- There is no light rail from Kansas City International Airport to the hotel. Your best bet is utilizing Uber or Lift.

Hospitality Room

- Upon checking in you can ask the front desk clerk for the room number and location of your States Hospitality Room.
- After you check into the hotel, please go to your hospitality room as soon as possible so that we can record your contact information. We want this information for several reasons:
 1. In case of emergency.
 2. So that we know that you have arrived.
- Check with your hospitality coordinator for hours of operation in your hospitality room.

PLEASE CHECK DAILY FOR ANY NOTICES & SCHEDULE CHANGES
WHICH WILL BE POSTED IN THE HOSPITALITY ROOM

CONVENTION ATTENDEES DRESS CODE

Elks/Delegates

- The **Official Dress** for all **Grand Lodge functions** including **Opening Session & all Business Sessions** is your state uniform or as designated by your Sponsor.

Note: **Short Pants** are unacceptable attire for any Grand Lodge Function or Activity.

Non-Elks, Spouses & Guests

- For attendance at sessions please make certain you dress accordingly. If your state has protocols for this, please go by that standard. If you are uncertain, check with your State President or DDGER.

Hospitality Room Attire

- Please wear appropriate dress while relaxing in the hospitality room. Please no bathing suits, short-shorts, cut-offs, tank tops or t-shirts with offensive language. We will be hosting guests periodically and we are all representing **Area 8**, so dress accordingly. Wear only clothing with logos on them that are tasteful. **If you are unsure of the proper dress, check with your District Deputy Designee or State President.**

OTHER GRAND LODGE ACTIVITIES

Ritual Contests:

- Ritual contests will be held at the Kansas City Convention Center. Time allowing, let's watch and support our area 8 teams. Check the ritual schedule upon arrival for the time, location and date for the ritual contests.

Things to do in Kansas City:

- There are many things to do in Kansas City and we suggest you look over the information provided at elks.org under Convention.

Fraternal and Fun Supplies

- You may have already received, or will receive invitations from companies that sell fraternal supplies. Do plan to visit their booth at the Convention Center and take your guests. It is an excellent opportunity to purchase gifts for your Lodge Officers or Elk friends and relatives.

GRAND LODGE CONVENTION SCHEDULE INFORMATION

(THIS SCHEDULE IS SUBJECT TO CHANGE SO LOOK FOR UPDATES ON LINE at elks.org)

General Information

- The **Grand Lodge (CO) Headquarters Hotels** are the **Weston and the Sheraton KC at the Crown Center hotels**. Check the Grand Lodge Web-Site (elks.org) for schedules.

- District Deputy Designate Seminar (KC Convention Center) **Mon 6/30 and Tue 7/1 12:45PM**

- The Kansas City Convention Center is the site of the following functions and activities:

- ❖ Sunday Afternoon Opening Ceremony (Time subject to change) **Sunday June 29th from 4-6:00 PM**
- ❖ Registration & Exhibits at the Convention Center **Sat. – Tue**
- ❖ Daily Business Sessions **8:00 AM Mon-Tue-Wed**
- ❖ Ritual Competition at the Kansas City Convention Center **TBA**

Shuttle bus service will be available during the convention. Check signs at all hotels for schedule.

DAILY SCHEDULE & INFORMATION

Saturday & Sunday June 28th and 29th

□ Upon arrival, get your credentials as soon as possible. Registration opens Saturday at the Kansas City Convention Center.

❖ The Registration process changed several years ago with registration now being available online www.elks.org by credit card at a fee of \$50. Onsite registration will be \$60 and credit cards will be accepted. Check the GL Web-Site to find out when the registration process opens. The target date for this is the beginning of April, 2025.

❖ There is no fee for Non-Elk Spouses/Guests, however; they must be registered to gain admittance.

❖ **The Sunday Afternoon Opening Session begins at 4:00 PM SHARP** (Check times for changes) **in the Convention Center.** You should try to arrive early so that we can sit as a group.

□ **Except for the aforementioned obligations, Saturday & Sunday, prior to the 4:00 pm Opening Ceremony, are free days, so enjoy the sights and special activities provided in Kansas City. There are many fine dining establishments in the surrounding area along with historical sites.**

Monday – June 30th

□ **8:00 AM SHARP, Business Session begins**

Your District Deputy Designee will have your seating saved at the Convention Center and will take attendance **EVERY DAY**. Seating will be with Area 8. This seating arrangement will apply for all of the Grand Lodge Business Sessions. Always have your credentials with you!

□ District Deputy Designee Seminar will be held on Monday, June 30th and Tuesday July 1st at 12:45 pm at the Kansas City Convention Center.

Tuesday - July 1st

□ **8:00 AM SHARP, Business Session begins ELKS/DELEGATES WILL NOT BE ADMITTED WITHOUT BADGES & VOTING CREDENTIALS. SPOUSES/GUESTS ARE INVITED TO ATTEND (WITH BADGES) but will be seated in an area for non-credentialed attendees.** Always have your Membership Card with you.

Wednesday - July 3rd

□ **8:00 AM SHARP, Final Grand Lodge Business Session begins.**

❖ Spouses/Guests are invited to attend. Note: Convention Badges are required.

□ 9:30 AM – Installation of Grand Lodge Officers and District Deputy Designees

❖ Spouses/Guests are invited to attend. Note: Convention Badges are Required

□ 11:00 AM – Grand Lodge Session adjourns

Note: All Delegates are urged to reconfirm dates, times and places in the schedule given to you at the time of Registration and daily in the Hospitality Room and at the Convention Center.

Make certain to have your Membership Card with you and do not laminate it. When you go through registration the clerk will stamp your card signifying your attendance. Keep your card and credentials with you at all times.