

Grand Visitation Work Sheet
2007/2008

Visitation Location: _____ Date/Time: _____
Practice Location: _____ Date/Time: _____

Honored Queens and Princesses:

As a group, please decide on the following information:

Theme: _____

Colors: _____

Decorations: Bethel (): _____
Bethel (): _____
Bethel (): _____
Bethel (): _____

❖ **Division of Meeting**

If your Bethels have a tradition of rotating responsibilities, then please continue this practice. If, however, you do not have a "system" in place, please allow the Honored Queens to decide who will be responsible for the various parts of the meeting. If possible, try to avoid assigning one Bethel the same part at both Grand Visitations.

Opening:	Bethel No. _____
Ceremony:	Bethel(s) No. _____ & _____
Closing:	Bethel No. _____
Librarian's Report	
Good of the Bethel	
Closing Ceremony	

❖ **Adults and Daughters Responsible for Checking Eligibility (Dues Cards):**

Inner Guard - Bethel No. ____	Outer Guard - Bethel No. ____
Assoc. Bethel Guardian - Bethel No. ____	Assoc. Bethel Guardian - Bethel No. ____

❖ **Invitations** - To keep postage costs at a minimum, remember that Grand Visitation information is published in the Grand Guardian Council directory. Whenever possible, consider using e-mail. Be sure to send invitations to your PHQs, PBGs, PABGs, local Masonic Lodges, Eastern Star Chapters, and any other Masonic Bodies.

Bethel No. _____ Number Needed _____ Mail by (date) _____

Send _____ to each Bethel to distribute to their own PHQs, PBGs, PABGs, Masonic Lodges, Eastern Star Chapters, etc.

❖ **Programs**

Bethel No. _____ Number Needed _____

❖ **Favors**

Bethel No. _____ Number Needed _____ Description: _____

❖ **Expenses**

Advance \$_____ per Bethel to _____ of Bethel No. ____ at next regular meeting. An itemized statement of expenses is to be sent to each of the participating Bethels and read in a Bethel meeting, as soon as possible, following the Visitation. Bills are to be given to the designated Treasurer at the Grand Visitation rehearsal.

Donations may be made to _____ if Bethels wish to do so. Amount \$_____. Check is to be made payable to the Grand Guardian Council of Virginia and sent directly to the Grand Secretary marked for _____.

Gifts

Bethel No. _____ Description: _____ Cost \$_____

❖ **Paraphernalia**

Bethel No. _____ will provide all paraphernalia. Please remind Marshals, Custodians and Custodians of Paraphernalia from all participating Bethels to help prepare the Bethel room and remove Paraphernalia following the Grand Visitation.

❖ **Refreshments**

Each Bethel should have at least two (2) adults to assist with setting up for the reception.

Bethel No. _____

Name: _____

Phone No. _____

E-mail: _____

Name: _____

Phone No. _____

E-mail: _____

Bethel No. _____

Name: _____

Phone No. _____

E-mail: _____

Name: _____

Phone No. _____

E-mail: _____

Bethel No. _____
Name: _____

Phone No. _____

E-mail: _____

Name: _____

Phone No. _____

E-mail: _____

Bethel No. _____

Name: _____

Phone No. _____

E-mail: _____

Name: _____

Phone No. _____

E-mail: _____

Reception Coordinator

Name: _____

Phone No. _____

Bethel No. _____

E-mail: _____

❖ **Menu**

❖ **Clean-Up**

All participating Bethels are responsible for helping to clean up following the reception. This is a group effort and should not fall solely on the host Bethel.