

**Mississippi Checklist for  
Planning a Successful Fourth Degree Exemplification  
*Tasks to be Completed by the Exemplification Host***

Three Months in Advance

- Work with the State Master as well as with local council and assembly officers in planning a date for the exemplification. The State Master will clear any proposed dates with the Vice Supreme Master, with the state officers and with the degree team.
- Clear the date with your pastor and secure his involvement in the exemplification Mass and banquet.
- Identify an honoree for the exemplification, and write a biographical summary that supports why the individual is worthy of the honor. Submit this summary to the State Master.
- Once a date has been set and approved, prepare an information sheet for distribution that details information about the degree, the site, the schedule, the banquet, and travel directions. Indicate a registration deadline of two weeks prior to the date of the exemplification.

10 Weeks in Advance

- Plan an informational meeting for all those interested in learning more about the Fourth Degree. Send written invitations to all eligible Third Degree members in the area (Form #2412 invitations and envelopes are available free of charge from Supreme).
- Form a membership committee and then divide the list of eligible Third Degree members so that each committee member is assigned a group of six to ten target contacts. Have committee members call the contacts and encourage them to attend the informational meeting.
- Send a written letter and information sheet to all Grand Knights, Financial Secretaries, Faithful Navigators and Faithful Comptrollers in your area of the state. Also send one to the Vice Supreme Master, so that he can relay the information to those in adjoining states. Ask the State Master to send out an e-mail announcement on "Good of the Order."

7 Weeks in Advance

- Hold an informational meeting. Explain the purpose and goals of the Fourth Degree. Bring a set of regalia and show the distinct K of C sword, chapeau and cape. Ask several Fourth Degree members to share their positive experiences as a

member of the Fourth Degree assembly. Describe what the local assembly has done and will continue to do. Show the Fourth Degree recruiting video (available from Supreme). Distribute copies of the brochure, "Sir Knight Is More Than A Title -- It's An Honor" (Form #4135 available from Supreme, free of charge), and copies of the exemplification information sheet.

- Follow-up with prospects who did not attend the meeting.
- Phone area Grand Knights and Faithful Navigators and remind them of the exemplification date. Ask them how many men they expect to send. Offer to send out more information sheets.

#### 4 Weeks in Advance

- Ask parish prayer groups to pray for the candidates who will be exemplified.
- Identify volunteers to fill the following roles at the exemplification:
  - Degree team helper (to help unload degree materials from trailer)
  - Registration assistant (to help with check-in procedures and raffle sales)
  - Luncheon Cook (to prepare lunch for the degree team members)
  - Inner and Outer Sentinels
  - Photographer with digital camera
  - Degree Honor Guard
  - Mass Honor Guard
  - Banquet Color Guard
  - Banquet ticket taker
  - Banquet program maker
  - Banquet cooks, servers, and clean-up crew
- Assist the Master, State Officers, and Degree Team members in obtaining any hotel room reservations.
- Send out written reminder announcements to prospects. Have committee members follow-up by phone.
- Encourage current members to send in checks for banquet tickets.

#### 2 Weeks in Advance

- Contact area Grand Knights and Faithful Navigators, find out how many paid reservations they have secured, and offer to extend the deadline if needed.
- Prepare an estimate of the number of candidates in the class and inform the State Master. Prepare an estimate of the number of banquet diners and inform the cook.

- Hold a volunteer meeting and make sure everyone understands their respective tasks. Compile a list of volunteer cell phone numbers so that you may contact them in case of emergencies on the day of the exemplification.
- Plan a banquet seating chart so that dignitaries have preferred seating. The head table should include any priests or bishops in attendance, the Vice Supreme Master (and spouse), the State Master (and spouse), the State Deputy (and spouse), the Honoree (and spouse), and the host Faithful Navigator (and spouse). State officers and degree team members (and their spouses) should be seated at a nearby table, but not at the head table.
- Compile and print the banquet program.

#### 1 Day in Advance

- Prepare the exemplification chamber and the registration area. Drape windows where appropriate. Place signage at the driveway and at building entrances.
- Make last-minute changes in arrangements.

#### Exemplification Day

- Begin with a prayer. Remember that God is in charge. Ask His help in remembering any details needed.
- Anticipate what is supposed to happen next, and try to keep everything on schedule.
- Make sure that those intending to attend the banquet are in possession of a paid banquet ticket. Make sure that the volunteer ticket-taker does his job in collecting tickets prior to dinner.

#### The Day After

- Send out thank-you notes to all who assisted.