

KNIGHTS OF COLUMBUS

Master of the 4th Degree

Wyoming District

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“Religiously Devoted, Patriotically Proud”

We do not want to make the candidates’ nor the exemplification team’s day any longer than necessary, and the times recommended seem to be reasonable using the new exemplification format. Obviously, there may need to be adjustments based on local situations, and this will be the responsibility of the Host Assembly. When the actual schedule is set, it must be approved by the District Master. Copies will then be sent statewide to the State Deputy, District Deputies, and Faithful Navigators by the District Master. The Host Assembly, along with the District Master, have the responsibility of getting the final schedule out to local Councils and prospective candidates.

Saturday Schedule A*

Time	Activity	Participants
8:30 am	Chamber & antechamber set-up. Rehearsal of Team and Honor Guard	Master, Marshal(s), Team, and Honor Guard
10:00 am	Candidate registration (provide with social baldric hidden by suit coat; lapel pin in pocket (out of plastic wrapper)	Master & Assembly Registrar
11:00 am	Exemplification begins	Master, Marshal(s), Team, Sir Knights
1:15 pm	Photo ops with spouses, guests, etc.	All
1:30 pm	Celebratory meal, presentation of certificates	All
5:00 pm	Mass?	All who wish to go

*Host Assembly needs to coordinate with District Master to accommodate spouses and/or guests of candidates, dignitaries, and participants during setup and exemplification. District Master will share in expenses for these activities with Host Assembly up to \$50.00. Meals will be paid for candidates, dignitaries, District Marshal and District Master at a maximum of \$15.00 each. \$5.00 per candidate will be deducted to alleviate expenses for printing certificates and providing 4th Degree packets for new Sir Knights. The Host Assembly will provide the meal for the exemplification team. District Master will be responsible for mileage of \$.30 per mile, both ways, of the team. Car pooling is expected, and any extra

vehicles use must be pre-approved. A reasonable amount may be charged for the meal by the Host Assembly for all other guests.

Saturday Schedule B**

Time	Activity	Participants
12:30	Chamber and antechamber set-up. Rehearsal of Team and Honor Guard	Master, Marshal(s), Team, and Honor Guard
2:00 pm	Candidate registration (provide with social baldric hidden by suit coat; lapel pin in pocket (out of plastic wrapper)	Master & Assembly Registrar
3:00 pm	Exemplification begins	Master, Marshal(s), Team, and Sir Knights
4:15 pm	Photo ops	All
5:00 pm	Mass? (Remain in social uniform)	All who wish to go
6:30 pm	Celebratory meal? Presentation of certificates	All

*See note under Schedule A.

**If members of the exemplification team stay overnight, the District Master will pay \$65.00 per diem.

Sunday Schedule

Time	Activity	Participants
AM	Mass per parish schedule	All
9:30 am	Chamber and antechamber set-up. Rehearsal of Team and Honor Guard	Master, Marshal(s), Team, and Honor Guard
11:00 am	Candidate registration (provide with social baldric hidden by suit coat; lapel pin in pocket (out of plastic wrapper)	Master & Assembly Registrar
Noon	Exemplification begins	Master, Marshal(s), Team, and Sir Knights
2:15 pm	Photo ops	All
2:30 pm	Celebratory meal, presentation of certificates	All

*See note under Schedule A.

All candidates must have completed Form 4s and checks submitted to the District Master, or arrangements made with the District Master, two weeks prior to the Exemplification date. A list of candidates will be provided to the Host Assembly. The Host Assembly should prepare an invitation communication to be sent to all Assemblies and/or candidates and should include some form of RSVP to get a count of guests for the meal.