

Knights of Columbus

Fourth Degree
HENNEPIN PROVINCE
Ohio District One
CLEVELAND DIOCESE

SPRING FOURTH DEGREE EXEMPLIFICATION

April 28, 29, 2017

OFFICIAL INSTRUCTIONS

LOCATION:

DOUBLETREE by HILTON HOTEL - Westlake, 1100 Crocker Rd., Westlake, OH 44145.
SIR KNIGHTS & CANDIDATES must call the Hotel at 440-871-6000 for HOTEL RESERVATIONS.
You can obtain a special hotel room rate of \$109.00+ tax by mentioning Knights of Columbus when you call.
This special rate is only available until April 7, 2017. Reservations after this date subject to availability.

Mail completed Reservation Forms and payment to:
(Checks to: OD1 Cleveland Diocese)

James Maslach, PFN, Exec. Dir.
4927 Autumnwood Lane
Brunswick, OH 44212-4723
440-785-9838 - H 440-785-9838 - Cell
e-mail: od1clev@gmail.com

Reservation Deadlines: Hotel is April 7, 2017 for special rate - Banquet/Breakfast is April 14, 2017.

Reservations for the Banquet & Ladies Breakfast can be made on the District Reservation Form or online by going to www.kofcohdist1.org select Exemplification then select Online Registration and Instructions.

REGISTRATION:

CANDIDATES must register with the District Secretary at the DOUBLETREE - WESTLAKE on Friday, April 28, 2017 between 4:00 p.m. & 5:30 p.m. or 8:00 p.m. & 9:00 p.m. or Saturday, April 29, 2017 between 8:30 a.m. & 9:30 a.m. CANDIDATES must present a current Third Degree Traveling Card at the time of registration. A Banquet ticket will be provided to each CANDIDATE as a part of the initiation fee. CANDIDATE banquet tickets are not transferable. A Banquet and Breakfast ticket for the spouse of the CANDIDATE must be purchased. Please use the District Reservation Form to obtain all tickets. Banquet/Brunch tickets will be distributed at the registration table.

CANDIDATES OFFICIAL DRESS FOR THE EXEMPLIFICATION, MASS AND BANQUET:

CANDIDATES must be attired in a regular black tuxedo, black cummerbund and black bow tie, black shoes and black socks. A plain white pleated front tuxedo shirt with regular lay-down shirt collar (COLORED OR RUFFLED SHIRTS OR STAND-UP COLLARS WILL NOT BE PERMITTED). CANDIDATES will NOT need white gloves for the Mass and Exemplification ceremony. No lapel pins are to be worn by the CANDIDATES except a FOURTH DEGREE lapel pin and social baldric received at the degree ceremony. Once received the FOURTH DEGREE lapel pin and social baldric will be worn at the MASS and BANQUET.

SIR KNIGHTS OFFICIAL DRESS FOR THE EXEMPLIFICATION, MASS AND BANQUET:

FOR THE EXEMPLIFICATION AND MASS - SIR KNIGHTS must be attired in FULL REGALIA consisting of regular black tuxedo, black cummerbund and black bow tie, black shoes and black socks, plain white pleated tuxedo shirt with regular lay-down collar (COLORED OR RUFFLED SHIRTS OR STAND-UP COLLARS WILL NOT BE PERMITTED), military baldric, sword, white gloves, cape and chapeau. SIR KNIGHTS in FULL REGALIA will wear the combination FLAG and FOURTH DEGREE lapel pin on the left lapel. NO OTHER LAPEL PINS ARE PERMITTED. Past or former officers may wear the miniature jewels, as approved by the Supreme Council, above the left breast pocket of the tuxedo jacket. A member may only wear a jewel around his neck if he is presently in office. NAME TAGS MAY NOT BE WORN WITH FULL REGALIA.

CLERGY in clerical garb and members of the Armed Forces dressed in military uniform shall be considered in proper attire for all Exemplification events.

FOR THE BANQUET - SIR KNIGHTS must be attired in social regalia consisting of a regular black tuxedo, black cummerbund and black bow tie, black shoes and black socks. A plain white pleated front tuxedo shirt with regular lay-down shirt collar (COLORED OR RUFFLED SHIRTS OR STAND-UP COLLARS WILL NOT BE PERMITTED). SIR KNIGHTS must wear the social baldric. A SIR KNIGHT may wear the jewel of his current office around his neck with the social baldric. Past or former officers may wear the miniature jewels, as approved by the Supreme Council, above the left breast pocket of the tuxedo jacket. A member may only wear a jewel around his neck if he is presently in office. A member will wear the combination FLAG and FOURTH DEGREE lapel pin, on the left lapel of the tuxedo.

EXEMPLIFICATION:

The EXEMPLIFICATION Ceremony will begin at 10:30 a.m. at the DOUBLETREE-WESTLAKE. CANDIDATES are to report for Candidate Call by 9:45 a.m. SIR KNIGHTS in FULL REGALIA shall assemble outside the degree chamber no later than 10:00 a.m. Please note the dress for CANDIDATES and SIR KNIGHTS has been detailed previously in these instructions. CANDIDATES must present a current Third Degree Traveling Card and SIR KNIGHTS must present a current Fourth Degree Traveling Card to the District Marshal or an Assistant District Marshal appointed by him.

The Exemplification of the Fourth Degree will be under the direction of the Master of Ohio District One, S.K. William F. Howe. District Marshal, S.K. Paul Haig, PFN will be in charge of all movements required during the FOURTH DEGREE EXEMPLIFICATION Ceremony.

CLASS PHOTOGRAPH:

A CLASS PHOTOGRAPH will be taken immediately following the EXEMPLIFICATION. Orders will be taken and payment will be made, with the District Reservation Form. Photos, with payment, can be ordered that morning also.

EXEMPLIFICATION MASS:

The EXEMPLIFICATION MASS will be at 4:30 p.m. at ST. RAPHAEL CHURCH, 525 Dover Center Rd., Bay Village, OH 44140. All SIR KNIGHTS shall report to the District Marshal, attired in official dress, as noted in these instructions, by 4:00 p.m. S H A R P, in front of ST. RAPHAEL CHURCH for formation and instructions.

EXEMPLIFICATION BANQUET:

The EXEMPLIFICATION BANQUET will begin at 7:00 p.m. at the DOUBLETREE-WESTLAKE. SIR KNIGHTS and their ladies are asked to be seated by 6:45 p.m. Official dress for SIR KNIGHTS is noted above. Banquet tickets will be distributed at the registration table.

LADIES BREAKFAST & PROGRAM:

A LADIES BREAKFAST & PROGRAM will begin at 10:00 a.m. at the DOUBLETREE-WESTLAKE. Ladies are asked to wear a dressy pantsuit or dress (church attire). The ladies breakfast program will include a benefit baby shower for the Baby Sea Bag Program sponsored by the USO of Northern Ohio. The USO gathers newborn baby items for military families who have recently added a new member to their family. Each lady in attendance is asked to bring an *unwrapped* gift between \$10 and \$20 suitable for a newborn. Items such as personal hygiene products (lotions, soaps, etc.) bibs, blankets, newborn toys and clothing (newborn to 6 months size) are welcomed. The USO at this time does NOT need diapers.

In order to assure a successful Exemplification, we ask your complete cooperation with these instructions. With this in mind, we are certain that you and your lady will have an enjoyable time as we together promote the growth of the Fourth Degree.

**WILLIAM F. HOWE, MASTER
OHIO DISTRICT ONE**

**PAUL E. HAIG, PFN, DISTRICT MARSHAL
OHIO DISTRICT ONE**