

FOURTH DEGREE EXEMPLIFICATION INSTRUCTIONS

1. GENERAL INFORMATION:

- a. The exemplification for the Florida District Fourth Degree will be held Friday **November 28**, Saturday **November 29**, Sunday **November 30**, 2008, at the **Marriott World Resort & Convention Center, 8701 World Center Drive, Orlando, FL**.
- b. Candidates and Sir Knights dress for the Exemplification will be **Black Tuxedo, Plain White Tuxedo Pleated Shirt (with lay down collar - NO wing tips allowed)**, **Black Bow Tie, Black Socks, Black Shoes, and Black Cummerbund**. Members of the **Armed Forces** may wear their full dress uniform instead of the **Black Tuxedo**, but no **K of C Jewels**.
- c. Dress for the banquet will be formal wear with the ladies wearing evening dress suitable for the occasion.
- d. **No Banquet or Ladies Luncheon tickets will be sold at the door or after the cut-off date of October 30th, 2008.**

2. Hotel Rates:

- a. The room rates are as follows:
\$109.00 plus tax,per night
The hotel is located **8701 World Center Dr, Orlando FL**.
Reservations can be made by telephone at **(800) 564-3181**.
Must mention they are with the **Knights of Columbus** for this rate.
Cut Off Date for Room Reservations – **October 30th, 2008**
The Exemplification will be Saturday, **November 29th, 2008**.
so get your reservations and paperwork in ASAP for a spot.

3. RECRUITMENT AND WAIVERS:

- a. **Faithful Navigators and Sir Knights** are encouraged to visit councils and start recruiting as many **Third Degree Knights** as possible that have been in the Order for one year. **Section Leader Sir Knights** are available for your assistance.
- b. **Waivers** may be asked for **Knights** with less than one year, but at least six months. All requested waivers must be submitted in writing to the **Master of the Florida District**.
- c. The letter asking for waivers must contain the candidate's membership number, date of **First Degree, Assembly and Council numbers**

4. CANDIDATES APPLICATION (FORM 4):

- a. All Form 4's are to be filled out as instructed in the attached sample as well as the Form for Appropriate Dress for Candidate. **TYPE or PRINT IN CAPITAL LETTERS** all required information.
Do not write in section 8 of Form 4. That is for the Master to Fill out!
- b. All required signature blocks including the Financial Secretary **must be completed prior to forwarding** the Form 4's with all FIVE COPIES ATTACHED. Do not separate the form 4.
- c. **Candidate Fees are \$70**, which includes, **JUST ONE BANQUET TICKET**, a **Social Baldric**, and a **Fourth Degree Lapel Pin**. A fee for Priest Candidates including the above is \$45. Assemblies should take care of their fees and hotel accommodations. If any Priest would like to concelebrate mass please ask them to bring alb and stole.
- d. Send properly completed **Form 4 with attached signed Form for the Appropriate Dress for Candidate, Completed Candidate Certificate, Order Form for Tickets and Assembly check** payable to Gary L. McLain, Master for all Fees and Tickets and mail to 36 Currant Avenue, Middleburg, Florida 32068. This must be received by the Master **before the cut off date of October 30th, 2008.**

5. Ladies Luncheon And Banquet Tickets.

- a. **Ladies Luncheon Tickets are \$24.00 per person.** Candidate's fees do not include the cost of any Ladies Luncheon tickets.
- b. **Banquet Tickets are \$45.00 per person.** Candidates with spouses or guest attending must pay the \$45.00.
- c. All orders for tickets must accommodate a completed attached form for ordering tickets. **Make the assembly check payable to Gary L. McLain, Master and mail to 36 Currant Ave, Middleburg, Florida 32068.** Make additional copies of the ordering forms as needed.
- d. Tables for seating arrangements for the banquet will be by earliest postmark. Please list groups "of 10" that want to sit at same table on your banquet order form. Paid Banquet and Ladies Luncheon tickets will be issued to each sir knight and candidate upon their Registration.
- e. **Orders for Banquet and Ladies Luncheon tickets must be received on or before the cut off date of October 30th, 2008. .**
- f. **NO REFUND OF ANY CANDIDATE'S, LADIES LUNCHEON OR BANQUET FEES, FOR ANY REASONS AFTER October 30th, 2008.**

The honoree for the Exemplification will be "Mark Gervia"
State Youth Activities Director,

6. TENTATIVE AGENDA:

a. Friday, November 28th, 2008 Hotel Check-In

1:00 PM -5 PM: Registration for all Sir Knights and Candidates. Pick up Ladies Luncheon and Banquet Tickets for candidates, members and guest.

8:30 -9:30 PM: Candidates and Faithful Navigators instructions icebreaker.

All attendees including wives encouraged to attend. The Marshal will hold a practice for all members of the Honor Guard immediately after the Icebreaker.

b. Saturday, November 29th, 2008

7:30 -9:30 AM Continue registration for Sir Knights and Candidates

8:30 AM Candidates report to candidate's waiting room to sign the registration book.

10:15 AM Candidates procession with Honor Guard to main ballroom.

10:30 AM Exemplification Fourth Degree.

12:00 Noon Ladies Luncheon.

3:45 PM Mass.

6:00 PM Social Cash Bar

7:00 PM Banquet

c. Sunday November 30th, 2008 Hotel Check-Out

PLEASE NOTE:

Do not forget to send a completed Fourth Degree Certificate that is printed for each Candidate from your Assembly along with the completed Form 4 with attached signed Form for Appropriate Dress for Candidate, Form for Ticket Order and Assembly check payable to Gary L. McLain, Master. You may order the Certificate from the Supreme Council's Supply Department or download from the web at www.vmfweb.net/forms.html. This is required for all Candidates who will be taking their Fourth Degree.

NAVIGATORS OR ASSIGNED SIR KNIGHT please make sure you pick up your signed Candidate's certificates at the banquet.