Lodge Event Planner for Worshipful Masters

Adapted from a publication of the
Grand Lodge of Michigan
For use in Wisconsin Lodges

May, 2010

This planner is designed to assist the Worshipful Master in the planning and preparation of monthly events.

It is broken into several different areas. In the upper right hand corner there is a handy monthly planner for quick information. In the main section there is a calendar for your use. Be sure to enter all Stated Lodge and Committee Meetings, holidays, planned social activities, and other known events onto the Calendar. Below that is an area for your assignments, notes and tasks that need to be accomplished. On the facing page you will find a place for your notes, agenda items, committee reports, and action items.

Below is a location to track the status of Candidates for Degrees as the year progresses.

Candidate Name	Mentor Name	Petition Date	Interview Date	Elected Date	EA Date	FC Date	MM Date

Some Operational Considerations for your calendar of activities:

FEBRUARY

- Mail Annual Financial Statement to the Grand Secretary prior to February 15th (see Regulations for Lodges 52.03)
- LEA Applications are due by February 15th. Send it to your District Deputy. Keep a copy for yourself.

MARCH

- Remit to the Grand Lodge, on or before March 1st, all Per Capita Tax, as computed on your Recapitulation, Special Assessments, Fees or any other indebtedness. (See Laws of Grand Lodge 31.03).
- File with the Grand Secretary by March 15th any and all Resolutions which the Lodge wishes to present to the Grand Lodge at the Annual Communication in June. (See Laws of the Grand Lodge 38.01 (c)). Deadline for resolutions is 75 days prior to the start of Annual Communication which is the first Friday in June.

APRIL

- Deadline for Scholarship money matching funds requests from Grand Lodge Charities is April 1st.
- If Lodge dues or fees are to be increased, it should be done prior to the summer recess. This is a by-laws change.

MAY

- Give the three principal Officers of the Lodge the proxy forms for the Annual Communication of the Grand Lodge, together with any information relative to the Annual Communication. Urge each Officer to attend Grand Lodge. Be sure that if one of the principal Officers is not able to attend Grand Lodge, that a proxy be appointed by the lodge to attend. (See Regulations for Lodges, 52.04).

JUNE

- Attend Grand Lodge with the three principal officers first Friday and Saturday in June.
- Present a resolution permitting the Secretary, Master and Treasurer to pay all bills during the summer recess (if lodge goes dark in summer, otherwise present in last month before any scheduled recess period).

NOVEMBER

- Election of Officers must be held on or before the Festival of St. John the Evangelist, December 27th and no earlier than 60 days before this date (October 28th) (See Regulations for Lodges, 59.03).
- Take final action on members who have not paid the current year's dues.

DECEMBER

- Installation of Officers for the ensuing year must be held on or before the Festival of St. John the Evangelist December 27th and no earlier than 60 days before this date (October 28th) (see Regulations for Lodges, 59.03).

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Regular Meeting Agenda

Committee Reports

Your Regular Meeting Notes

Action Items

Month: January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Event	Date	Person Responsible

Activity Planner

Assignments, Notes, and Tasks

Regular Meeting Agenda

Committee Reports

Your Regular Meeting Notes

Action Items

Month: February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Event	Date	Person Responsible

Activity Planner

Assignments, Notes, and Tasks

Regular Meeting Agenda

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Action Items

Month: March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Activity Planner

Event	Date	Person Responsible

Assignments, Notes, and Tasks

Regular Meeting Agenda

Committee Reports

Your Regular Meeting Notes

Action Items

Month: April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Event	Date	Person Responsible

Activity Planner

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Regular Meeting Agenda

Committee Reports

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Action Items

Month: May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Event	Date	Person Responsible

Activity Planner

Assignments, Notes, and Tasks

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Action Items

Month: June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Event	Date	Person Responsible

Activity Planner

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Regular Meeting Agenda

Committee Reports

Your Regular Meeting Notes

Action Items

Month: July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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Activity Planner

Event	Date	Person Responsible

Assignments, Notes, and Tasks

Regular Meeting Agenda

Committee Reports

Your Regular Meeting Notes

Action Items

Month: August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Activity Planner

Event	Date	Person Responsible

Assignments, Notes, and Tasks

Regular Meeting Agenda

Committee Reports

Your Regular Meeting Notes

Action Items

Month: September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Activity Planner

Event	Date	Person Responsible

Assignments, Notes, and Tasks

Regular Meeting Agenda

Committee Reports

Your Regular Meeting Notes

Action Items

Month: October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Activity Planner

Event	Date	Person Responsible

Assignments, Notes, and Tasks

Regular Meeting Agenda

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Your Regular Meeting Notes

Action Items

Month: November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Event	Date	Person Responsible

Activity Planner

Assignments, Notes, and Tasks

Regular Meeting Agenda

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Your Regular Meeting Notes

Action Items

Month: December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Event	Date	Person Responsible

Activity Planner

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Regular Meeting Agenda

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Action Items

Activity Planner

Month: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EA-FC-MM, P = Practice, F= Fellowship

Event	Date	Person Responsible

Assignments, Notes, and Tasks