

FOURTH DEGREE EXEMPLIFICATION INSTRUCTIONS

1. GENERAL INFORMATION:

- a. The exemplification for the Florida District Fourth Degree will be held Friday **Nov. 25**, Saturday **Nov. 26**, Sunday **Nov. 27, 2011**, at the **Rosen Plaza Hotel**, **9700 International Drive, Orlando FL 32819**
- 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 Oct. 29, 2011.**

2. Hotel Rates:

- a. The room rates are as follows:
\$106.00 plus tax, per night. Complimentary Parking for Overnight Guests
Reservations can be made by telephone at **(800) 366-9700**
Or direct at **407, 996-1733..**
Must mention they are with the **Knights of Columbus** for this rate.
Cut Off Date for Room Reservations - **Oct 24, 2011**
The Exemplification will be Saturday, **November 26, 2011.**
so get your reservations and paperwork in ASAP .

3. RECRUITMENT.:

- 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 least six months. **Section Leader Sir Knights** are available for your assistance.
- b. **No Waivers** are needed. Must be a member at least six months from date of **1st Degree**.
- c. Needed are 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 James Schonefeld, **Master for all Fees and Tickets and mail 3242 Hawks Nest Drive, Kissimmee, FL 34741-7520**. Thank you for your continued support and let us know if we can be of any assistance to your council or assembly by contacting us at: jshierling@bellsouth.net. This must be received by the Master **before the cut off date of October 29, 2011.**

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 James Schonefeld, **Master for all Fees and Tickets and mail 3242 Hawks Nest Drive, Kissimmee, FL 34741-7520**.
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 29, 2011. .**
- f. **NO REFUND OF ANY CANDIDATE'S, LADIES LUNCHEON OR BANQUET FEES, FOR ANY REASONS AFTER Oct. 29, 2011.**

The honoree for the Exemplification will be

"Very Reverend Paul J. Henry"

Rector of the basilica of the National Shrine of Mary, Queen Of The Universe.

6. **TENTATIVE AGENDA:**

a. Friday, November 25, 2011 Hotel Check-In

1:00 PM -5 PM: Registration Sign-in 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. Registration: Sign in both Friday & Saturday.

b. Saturday, November 26, 2011

7:30 -9:30 AM Continue Registration Sign-in 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 27, 2011 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 James Schonefeld, 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.
