



# Formation and Knighthood Ceremonial Guidelines

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## Host District Deputy Responsibilities

1. Submit Exemplification Request Form 60 days in advance. Form is on [iowakofc.org](http://iowakofc.org)
2. Arrange with assigned team captain any special requests
  - a. It is customary to meet the team prior to the ceremony.
3. Heavily promote the scheduled degree with area councils.
4. Submit a 450 Report to Supreme and the State immediately following the degree.
5. Dress code is a suit/blazer/shirt/tie and red DD robe with jewel for the Knighthood ceremony.

## Host Council's Grand Knight Responsibilities

1. Arrange a room suitable in size to accommodate the degree available one hour before the degree to set up.
2. Supply a suitable lunch for the incoming team to be served beforehand.
3. Windows and doors to be covered.
4. Three sign-in sheets for candidates to sign in on with their name and council number. One for host DD and one for the CO. One sheet needs to be printed.
5. Have a long table and water. The lights need to be dimmable.
6. Dress code for all council officers and council members is a dress shirt and slacks. No t-shirts, shorts and tennis shoes.

## Host Council's Financial Secretary

1. Have the checkbook available to pay the team the day of the ceremony.
2. Work with the DD and GK on ceremony expenditures.
3. Inform the other councils of those members from their councils who attended to the exemplification.
4. Bill the other councils whose members attended the exemplification accordingly but not to exceed \$15.00 per member.  $(\text{Cost of lunch} + \text{cost of team}) / \text{number of candidates} = \text{cost of each individual candidate}$ . Add to this cost \$6.00 per member for the medallion cost.

## Expenditure Guidelines currently in effect for the State.

1. Districts may be combined to assist with expenses. This may be assigned by the Ceremonials Chairman or mutually agreed upon by the District Deputies
2. An assessment of \$6.00 per candidate receiving the Knighthood Degree will be charged to the host council and paid to the degree team for medallions.
3. For candidates coming from outside the Host District(s), a maximum assessment of \$15 per candidate (before the medallion cost) will be charged for participation in the degree(s).
4. The cost for the Degree Team is \$40 for the Formation Degree and \$35 for the Knighthood Degree to cover equipment maintenance.
5. **Please pay the degree team captain on the day of the degree.**

The host district will be responsible for the cost of the actual degree work. If a meal is offered (and this is encouraged), any charges if made must be separate from degree work billing.

For any questions, please contact the State Ceremonials Chairman at  
[ceremonials@iowakofc.org](mailto:ceremonials@iowakofc.org)