



A Fraternal Organization

P.O. Box 351, Wheeling, WV 26003-0046 • Office: (304) 233-3511 • Fax: (304) 233-3199
E-mail: lhess@bhbgglaw.com

LESTER C. HESS, JR.
Past National President

March 17, 2011

James A. Coggins, Administrative Assistant
B.P.O. Elks
P.O. Box 3230
Pensacola, FL 32516-3230

RE: Virginia Visit

Dear Jim:

I enclose the Scheduling Information Form for the official visit to Virginia by Mike and Sandra. All of the Elks of Virginia are excited about hosting our Grand Exalted Ruler and First Lady.

Sincerely and fraternally,

A handwritten signature in black ink that reads "Lester C. Hess, Jr." in a cursive style.

Lester C. Hess, Jr.

LCH,Jr./jmp

enclosure

cc: Ronald L. Hicks, Member, BGT (via e-mail, w/enclosure)
Robert M. Goolrick, Justice of the Grand Forum (via e-mail, w/enclosure)
Stephen T. Culbert, SDGER (via e-mail, w/enclosure)
James M. Powell, SP (via e-mail, w/enclosure)
Beverly D. Hamby, DD (via e-mail, w/enclosure)
William C. Tennis, PSP (via e-mail, w/enclosure)
Henry A. Deese, PSP (via e-mail, w/enclosure)
Robert R. Hinkle, Chairman, Trustees (via e-mail, w/enclosure)
Christopher J. Thomas, Editor (via e-mail, w/enclosure)
Roger Monger, Webmaster (via e-mail, w/enclosure)

Scheduling Information
Michael F. Smith, Grand Exalted Ruler

Grand Exalted Ruler's visit to: Chesapeake, Virginia on 6/9-12 ~~2010~~ 2011

For: (Name of Activity) Virginia Annual Convention

Desired date of arrival June 9, 2011 TIME: ~~mid-~~^{mid-}~~afternoon~~ City: Norfolk, VA

Preferred date of departure: June 12, 2011 TIME: late am City: Norfolk, VA

Upon arrival, GER will be met by: (list principal officers, other than PGER-State Sponsor)

Name and Title: Ronald L. Hicks, Member, BGT Cell phone number _____

Name and Title: Stephen T. Culbert, SD Cell phone number (540) 523-8857

GER will be housed at: (If housing will change during visit, list in sequence.)

Facility Address, City and Zip Telephone Number and Fax Number

Norfolk Marriott Chesapeake Hotel (757) 523-1500 (757) 440-3929 (fax)
725 Woodlake Drive, Chesapeake, VA 23320

Fax number to which memos can be sent during this visit: (757) 440-3929

Place where fax is located: Lodge _____ Hotel/Motel Other _____

Meetings and Special Events GER will attend: (If dress is formal, indicate **black** or **white** coat.)

Date Time Meeting/Event Place *Dress GER Speaks Officials GER to meet

See attached.

*indicate specific description of casual/leisure dress Business Casual = sport coate without neektie

Special Events First Lady will attend: (Those she will NOT attend in company of GER)

Date Time Meeting/Event Place *Dress 1st Lady Speaking? Officials to meet

6/11/11 9:30 am Ladies casual Yes Ladies of VA Elks
Breakfast/Entertainment

Person in charge of your publicity:

Name William C. Tennis Telephone number (757) 850-1515

Address 10 Harris Landing Road, Hampton, VA 23669 Cell Number _____

Enter any additional information which may be helpful or, if needed, to complete any of the information requested.

President Bill Peloquin of North Carolina and his wife, Pat, will attend. We typically visit

hospitality rooms on Saturday afternoon. There is no need to bring a tux. PGER Hess is

scheduled to arrive at 2:04 pm Thursday and scheduled to depart at 11:35 am on Sunday.

PLEASE COMPLETE FORM AND RETURN TO GRAND EXALTED RULER'S OFFICE AS SOON AS POSSIBLE.

(PLEASE PRINT)

Form completed by: Lester C. Hess, Jr., PGER

Address: P.O. Box 351, Wheeling, WV 26003

Telephone: (304) 233-3511 (office); (304) 280-7510 (cell)

P.O. Box 3230

Pensacola, Fl 32516

850-457-3120 (phone) 850-457-2181 (fax)

msmithelks@bellsouth.net

MEETINGS AND SPECIAL EVENTS GER WILL ATTEND:

DATE	TIME	EVENT	PLACE	DRESS	GER SPEAKS	GER TO MEET
6/09/11	6 pm	Informal Dinner	Hotel	casual	No	GL Members
6/10/11	9 am	Tour of Naval Base		casual	No	
6/10/11	noon	Informal Lunch		casual	No	
6/10/11	2 pm	DD Meeting		business casual	Yes (brief)	
6/10/11	4 pm	Youth Camp Meeting		business casual	Yes (brief)	Meet Youth Camp Officers
6/10/11	6 pm	PSP Rec/ Dinner		business suit	Yes (brief)	VEA PSPs
6/11/11	7:30 am	PER Breakfast		business suit	Yes (brief)	
6/11/11	9 am	Bus. Mtg		business suit	Yes	
6/11/11	11:30 am	Memorial Service		business suit	No	
6/11/11	Noon	Scholarship Lunch		suit	Yes (brief)	Scholarship Winners
6/11/11	6 pm	President's Reception State Assn. Dinner		business suit	Speech	