

The Grande Voiture du Georgia holds a Grande Promenade and 2-3 Cheminot sessions yearly.

Any Voiture Locale wishing to host a Grand Promenade or Cheminot, should notify the Grand Chef de Gare, the Grand Correspondant, and the members of the Grande Time & Place Committee of their intention to host the event.

It is highly recommended that bids for an event be submitted no later than that event in the prior year. For example, bids to host the Grande Promenade in 2020 are to be submitted at the Grande Promenade in 2019.

Notification can be done via electronic mail or U.S. Postal Service. Notification should include the tentative dates and city where the event is to be held. Other information such as headquarters hotel, room rates, registration fee and agenda can be submitted later.

REQUIREMENTS AND HELPFUL HINTS ON HOLDING A GRANDE EVENT:

1. The Grande Promenade is held on a Friday, Saturday and Sunday in June.
2. Host is to secure a headquarter hotel with enough rooms to accommodate those Voyageurs, Dames and guests who will be attending.
3. Host is to secure a dining room large enough to seat all attendees and guests. A head table will be needed. If the headquarters hotel does not have banquet facilities, another location such as a Legion Post is acceptable.
4. Meeting rooms are needed for the Grande Voiture's Promenade, and the Grande Cabane's Rendezvous.
5. Each meeting room will need a head table for the Grand officer and a smaller table to be used as the Altar. The host can work with the respective Grande Correspondants to determine the average seating needed per meeting room.
6. The Registration table should have name badges and agenda available. While Diddy bags are not required, the host can often get items from local businesses for the bags.
7. If Nationale officer is invited, the host will need to provide an Aide to assist or accompany that guest during their visit. All expenses such as housing, meals and registrations fees are to be paid by the one who invited the Nationale officer. The Nationale officer is only responsible for their travel expenses and personal items such as souvenirs.
8. A luncheon for the Passe Grande Chef de Gares is held on Saturday. The host should secure a location for this luncheon that is close to the meeting rooms.
9. While the host is not required to provide transportation from the hotel to meetings and banquet sites, they can choose to do so if they wish.

10. Hospitality room is to be provided by the host on Friday afternoon/evening. The Hospitality room can be re-opened on Saturday if business sessions permit. The Hospitality room is often the center of activity.
11. The host should provide a few different brands of beer, wine, liquor and mixes in the Hospitality room. Non-alcoholic drinks such as soda, diet soda and water should also be available. It is nice to have snacks available for people. Nothing heavy, as it is not the responsibility of the Host to provide a meal.
12. Fundraisers are allowed and can help to offset the expense of hosting an event. The host Voiture has the freedom of choice to permit other Locales to have fundraisers.
13. The program during the Banquet can be used for special awards or other things you want to do.
14. Refer to the tentative schedule of events for the Grande Promenade.
15. When hosting any Grande event, your Locale will ultimately be responsible for all expenses, such as hospitality room supplies, housing for special quests, entertainment, etc. All this needs to be considered as you create a budget and set the Registration fee amount. Any registration monies left after expenses belong to the Voiture Locale.
16. While not required, it is a nice gesture to provide complimentary registration for the Grande Chef and Grande Presidente. Likewise paying for their hotel rooms is optional.
17. The host Voiture should work to keep the registration cost for members as low as possible.

Tentative Schedule of Events at the Grande Promenade:

Thursday

Sometimes a few people will arrive in town early. The host should be prepared to suggest things to do and places to see.

Friday

1:00 pm – 5:00 pm	Registration (Hotel, Legion/VFW post, whatever is most convenient)
1:00 pm – 5:00 pm	Hospitality Room
6:00 pm – 9:00 pm	Dinner (meal at Legion perhaps)
9:00 pm – until	Entertainment or Hospitality reopens

Saturday

8:30 am – 10:00 am	Registration
10:00 am	Memorial Service
10:30 am	Grand Promenade convenes
10:30 am	Grande Rendezvous convenes
12:00 pm – 1:30 pm	Lunch (not the responsibility of the host to provide this meal)
12:00 pm – 1:30 pm	Pass Grande Chef's Luncheon
1:30 pm – 4:00 pm	Grand Promenade reconvenes if necessary
1:30 pm – 4:00 pm	Grande Rendezvous reconvenes if necessary
6:00 pm – 9:00 pm	Banquet & Installation of Officers

Sunday

If all business has been completed, then you will wish the members a safe trip home.

18. The Petite Cheminot is a one-day event. In past years this Cheminot has been held on a Sunday.
19. The host of the Petite Cheminot will need to provide meeting space for the Grande Voiture and Grande Cabane.
20. Each meeting room will require a head table for the Grande officers.
21. The host Voiture should provide a lunch for those attending the Petite Cheminot. The cost of the lunch is to be determined by the host.
22. Lunch may be served before or after the Cheminot session. This depends largely on the distance members travel to the host's location.
23. The Mid-Winter Cheminot is usually held during the month of February. It is a two-day event held on Friday and Saturday.
24. The order of events at the Mid-Winter is very similar to the Grande Promenade.
25. Registration is to be open on Friday afternoon and Saturday morning.
26. The Hospitality room is to be open on Friday.
27. A Memorial Service has not been held in recent years at Mid-Winter. This is not to say that a Memorial Service cannot be included in the agenda.
28. The Cheminot sessions for the Grand Voiture and Grande Cabane are to start at 10:00 AM on Saturday.
29. If needed, the business sessions will reconvene after a lunch break on Saturday.
30. A banquet is to be held on Saturday evening.
31. Often a Homecoming celebration for the Grande Chef and Grande Presidente is part of the program during the banquet at Mid-Winter.

The information above has been compiled to outline the basic needs to host a Grande event. These suggestions and recommendations are just that, suggestions. The Time & Place Committee recognizes that we must remain flexible. Changes to the tentative agenda and order of business can be done if needed.

**GRANDE VOITURE DU GEORGIA
BID FORM**

Voiture Locale # ____ of the Grande Voiture du Georgia does formally and
officially submit this bid to host the Mid-Winter Cheminot in
(Grande Promenade, Petite Cheminot, etc.)

_____, Georgia.
(City) (State)

This bid is for the dates of _____, _____ thru
(Month/Day) (Year)

_____, 20--.
(Month / Day) (Year)

SAMPLE LETTER OF NOTIFICATION TO BID

____Date____, 20__

Grand Correspondant du Georgia

Comrade :

Voiture Locale _____, voted at its September Promenade to bid on the Grande Mid-Winter Cheminot to be held in the year 20--.

With this letter Voiture Locale _____ formally extends the bid to host the Mid-Winter Cheminot of the Grande Voiture du Georgia in _____, Georgia on ____date_____, 20-- through ____date_____, 20--.

For the Good of La Societe,

Voyaguer _____
1234 Main Street
_____, GA 31206

cc: Grand Chef de Gare
Time & Place Committee members