



Alexander E Tennant,  
Master  
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***Knights of Columbus***  
Fourth Degree  
Northern Illinois District  
Marquette Province



**4th Degree Exemplification  
Saturday, February 11, 2023**

**Sheraton Lisle Naperville Hotel  
3000 Warrenville Rd  
Lisle, IL 60532**

To: All Assemblies-Northern Illinois District

The next 4th Degree Exemplification in District One will be held February 11, 2023. The Host Assembly is the Joliet Assembly #204, Brian Bergmann.

All Assemblies in the Northern Illinois District are invited to participate in this Exemplification.

Rooms are \$ 99.00 plus tax per night. Suites are \$145.00 plus tax per night.

**The Cut-off date for these rates is January 20, 2023.**

To make Reservations at the Sheraton Lisle Naperville Hotel call:

**(800) 228-9290 (Marriott Reservations)**

When making reservations use the following information:

EVENT: **Knights of Columbus Fourth Degree Exemplification**

REFERENCE #: **M-OE9XT8U**

**PLEASE NOTE:**

**Do not make hotel rooms or suites reservations using other travel sites.** For this event, the I have a set quota from the hotel, for the number rooms of that must be reserved, or I will be held responsible for cost of the difference.

In previous years, many booked outside of the KOC block to save money and we had **\$2,000+** additional charges added to the bill. If this does happen, the additional charges will be assessed to the assemblies.

Candidates' initiation fee \$70.00

Includes: Banquet Ticket, Social Baldric, and 4th Degree Pin.

Priests ONLY initiation fee \$50.00

Includes Banquet Ticket, Social Baldric, and 4th Degree Pin.

Sir Knights, Ladies and Guest Banquet Ticket is \$50.00

Ladies Luncheon is \$24.00

Additional luncheon tickets for guest may also be purchased for \$24.00

**Note:** Caterers and hotels are now charging a late fee for adding additional head counts. To cover this cost, a **late fee of 10.00** will be accessed for **each reservation postmarked after Saturday, January 28, 2023.**

Each assembly will be charged a late fee for their candidates. Sir Knights, ladies, and guests will be responsible for their own late fees. All fees must be included with the reservation.

**No refunds on Banquet Ticket if it is not used.**

For Candidates Names to be included in the program book, the Form 4, must be received prior to **Saturday, January 28, 2023.**

All Form 4's and Banquet Reservations must be **postmarked** by **Saturday, January 28, 2023**, to avoid a late fee. Late Reservations will be seated at tables in the order of receipt of the reservation.

Special Meal requests (if necessary, for Medical Reasons or Vegetarians) for Candidates, Sir Knights, Ladies and Guests must be shown on the Banquet Reservation Form.

Special Reminder: A Candidate must be a 3<sup>rd</sup> Degree Member in good standing to be eligible for the 4<sup>th</sup> Degree Exemplification and must show a current travel card at the exemplification.

Please be sure to send only **COMPLETE** packets (Form 4, Dinner Reservation Form, and Check made payable to the **Alexander E Tennant - Master** at least 2 weeks prior to the Exemplification Date.

**INCOMPLETE PACKETS OR PACKETS NOT HAVING ALL REQUIRED  
INFORMATION MAY BE RETURNED TO THE FAITHFUL NAVIGATOR.**

Faithful Navigators and Faithful Comptrollers should ensure all required information on the Form 4 is completed including **(PLEASE PRINT CLEARLY)**:

Membership Number, Member's Signature  
Council Number, Name and FS signature  
Name, Number and location of the Assembly which the Candidate is joining  
Faithful Navigator Signature  
Faithful Comptroller Signature

Member email addresses can be printed in the space above the membership number. When filling out the form 4, press hard so that the information transfers to the duplicate copies.

Before sending in the form 4's, please check that all the information is filled in and all the signatures are on the form. Please return the Entire Form 4 to the Master.

**NOTE: Do NOT remove the Financial Secretary or Assembly copies.**

Faithful Navigators are also asked to ensure that all Assembly Members and Candidates are made aware that **PROPER ATTIRE MUST BE WORN** to the Exemplification.

A candidate may wear either a black, dark blue or dark grey business suit with a white shirt and tie or a black tuxedo, black bow tie, plain white shirt, black socks and black dress shoes.

Those who wish to observe the exemplification will follow the same dress code as the candidates.

Dinner reservation forms are included with this correspondence. Please make copies for distribution to both Candidates and Sir Knights wishing to attend the Exemplification and Banquet.

If anyone writes a check for someone else, PLEASE make sure to note on the memo line who the payment is for. ALL checks must be payable **to Alexander E Tennant Master**. Assemblies: When you issue a check for a candidate, a separate check is required for each Candidate and / or reservation with the name of the person shown on the check.

My staff and I are ready to assist each Assembly as necessary in order to make this a very SPECIAL DAY for our new Sir Knights. Should you need additional information or clarification on any matters, please contact me or my Secretary.

I ask that **ALL** completed applications, Form 4's with payment be sent to the Master:

**Alexander E Tennant**  
Master 4th Degree  
6400 N Cicero Ave, Apt 505  
Lincolnwood, IL 60712

Fraternally Yours,

*Alexander E Tennant*

Master 4th Degree  
Northern Illinois District  
Marquette Province



**Knights of Columbus**  
**Fourth Degree-Northern Illinois District of Marquette Province**



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 6400 N Cicero Ave, Apt 505  
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**4<sup>th</sup> Degree Exemplification**  
**Saturday February 11, 2023**  
**Sheraton Lisle Naperville Hotel**  
**3000 Warrenville Rd, Lisle, IL 60532**

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 (Please Print) (Please Print)

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

MEMBERSHIP NO. \_\_\_\_\_ (Provide a copy of your card – do not enlarge)

ASSEMBLY NO. \_\_\_\_\_ COUNCIL NO. \_\_\_\_\_

Worthy Master - Please make reservations as follows:

Candidate (Initiation fee) \$70.00 (includes banquet ticket) \$10.00 (late fee) \* \$ \_\_\_\_\_

Priests Only (Initiation fee) \$50.00 (includes banquet ticket) \$ \_\_\_\_\_

Sir Knights, Ladies, Guests \$50.00 (banquet ticket) \$10.00 (late fee) \*\* \$ \_\_\_\_\_

§Ladies Luncheon \$24.00 (luncheon ticket) \$10.00 (late fee) \*\* \$ \_\_\_\_\_

\*Late reservation (paid by assembly) \*\*Late reservation (paid by individual)

To avoid the late fee, the reservation must be postmarked by **Saturday, January 28, 2023.**

CHECK NUMBER \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

(Please List ALL Ladies & Additional Guests Names below)

**PLEASE INDICATE THE NUMBER  
 OF DINNER CHOICE(S):**

Parmesan Crusted Chicken \_\_\_\_\_  
 Teriyaki Glazed Salmon \_\_\_\_\_

**CANDIDATES: SUBMIT THIS FORM, PAYMENT, AND A COMPLETED FORM 4 TO THE ASSEMBLY YOU WILL JOIN. After they approve and sign the form, the Assembly will forward the complete packet as below.**

**ALL RESERVATIONS MUST BE ACCOMPANIED BY A CHECK, PAYABLE TO:  
 Alexander E Tennant – Master, 6400 N Cicero Ave, Apt 505, Lincolnwood, IL 60712**

Special Dietary requests: \_\_\_\_\_

Ladies and guests Names \_\_\_\_\_  
 (use the back if needed) \_\_\_\_\_

§ Sir Knights and Guests can also purchase a lunch ticket.

*A \$10.00 late fee will be assessed for each guest meal and ladies' luncheon postmarked after Saturday, January 28<sup>th</sup>. Assemblies will also be assessed a \$10.00 late fee for each late candidate.*



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## **SATURDAY FEBRUARY 11, 2023**

9:00 A.M.	<b>MASTER'S MEETING</b> Attendees: Faithful Navigators, Faithful Comptrollers, Committee Chairs	Getz
10:00 A.M.	<b>DISTRICT MARSHAL'S MEETING</b> Attendees: Honor Guard Members	Getz
10:15 A.M.	<b>CANDIDATE REGISTRATION</b> <b>CANDIDATE HOLDING ROOM</b> Candidate Lunch served at 11:15 A.M.	Savoy Foyer Savoy ABC
10:30 A.M.	<b>BANQUET TICKET PICK-UP</b>	Hotel Lobby
10:30 A.M.	<b>HONOR GUARD VESTING ROOM</b>	Shaw
11:00 A.M.	<b>LADIES LUNCHEON TICKET PICK-UP</b>	Outside Coltrane
11:30 A.M.	<b>LADIES LUNCHEON AND PROGRAM</b> Ladies Lunch served at 12:00 P.M.	Coltrane
12:15 P.M.	<b>Honor Guard Inspection by Vice Supreme Master and Master</b>	
1:00 P.M.	<b>EXEMPLIFICATION CEREMONY</b>	Savoy D
4:30 P.M.	<b>MASS</b>	Savoy D
7:00 P.M.	<b>BANQUET</b> Doors Open 6:45 pm	Savoy ABCD

## **SUNDAY FEBRUARY 12, 2023**

9:00 A.M.	<b>MASTER'S WRAP-UP MEETING</b> Attendees: Faithful Navigators, Faithful Comptrollers, Committee Chairs	Getz
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*Note: Room locations are subject to change.*