



EXEMPLIFICATION

STANDARD OPERATING PROCEDURE & EVENT CHECKLIST

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Approved by C.A. Sessions, WGK

Description

An Exemplification ceremony introduces new Brother Knights to the principles of Charity, Unity, and Fraternity. Because family members are invited and strict ritual protocols must be followed, this worksheet shifts focus away from heavy kitchen prep and toward **ceremonial staging, dignitary hospitality, and degree team coordination**.

This document provides a comprehensive **Planning Worksheet, Checklist, and Watch Bill Roster** for a Knights of Columbus Exemplification of Charity, Unity, and Fraternity.

1. Planning Worksheet

Use this worksheet to track your logistical requirements, candidate counts, and essential materials.

Planning Metric	Requirement	
Location & Venue	Ceremony: Parish Church Registration / Reception : Main Hall	_____
Expected Candidates	Target: _____ New Members	_____
Attending Guests	Family, Friends, Parishioners	_____
Presiding Officers	District Deputy	_____
Exemplification Kits	1 Rosary, 1 KofC Pin, 1 Booklet per Candidate	_____ Kits Ordered
Reception Style	Cake & Coffee, Light Finger Foods, or Dinner	_____

2. Event Checklist



St. Jude's Knights of Columbus Council #7155
303 Hillcrest Ave, Marina, CA 93933

1 to 4 Weeks Before Exemplification Day

Action	Description	Owner	Complete
Schedule & Reserve:	Coordinate date with District Deputy.	WGK	
	Coordinate date with Chaplain	WGK/PD/MD	
	Schedule & Reserve Location with Parish Admin	MD/PD	
Form the Team:	Assign/Verify Brother Knights assignments on Exemplification Team	MD	
Confirm Candidates:	Confirm Candidate Participation through the Admissions Committee.	MD	
Order Materials:	Verify/Order official Exemplification Kits, Constitutional Roll, and membership certificates.	MD / FS	
Announcement	Communicate / Announce event to Parish / Public via Flyers / Social Media	PR	

WGK – Worthy Grand Knight

MD – Membership Director (Chancellor)

PR – Public Relations Director

PD – Program Director (DGK)

FS – Financial Secretary

1 Week to Day Before Exemplification Day

Action	Description	Owner	Complete
Rehearse:	Conduct at least one full dry-run walkthrough with the Exemplification Team to ensure smooth transitions, correct pacing, and proper volume.	MD	
Confirm RSVP Counts:	Get final numbers from visiting councils for their candidates and families.	MD	
Prep Registration:	Print the Constitutional Roll sheet and prepare the candidate sign-in ledger	MD / FS	
Coordinate Hospitality:	Purchase food, beverages, and paper goods for the ceremony lunch.	MD/PD	



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1 Day to 1 Hour Before Exemplification Day

Action	Description	Owner	Complete
Set Up the Chamber:	Arrange the focal points cleanly. Ensure the Crucifix, Holy Bible, and KofC Emblem/Flag are positioned properly at the front.	MD	
Prepare Presentation Items:	Count out the exact number of Rosaries, Lapel Pins, and Peer Cards. Organize them on presentation trays.	MD	
Test AV Equipment:	Test the microphones and the presentation screen/projector if using the Supreme Exemplification video.	Warden	
Blessing of Rosaries	Request for Chaplain to Bless Rosaries before event (optional – during event)	MD	
Hospitality Setup	Ensure Food Items and Refreshments are set up in Hall	Hospitality Lead	

- **60 Mins Prior:** Degree Team arrives for a final briefing. Music and lighting are adjusted.
- **45 Mins Prior:** Registration opens. Candidates sign the Constitutional Roll; guests are escorted to their seats.
- **Ceremony Start:** Guard doors to ensure zero interruptions once the presentation begins.
- **Post-Ceremony:** Present completed Membership Certificates, take group photographs, and transition immediately to the reception hall.



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3. Watch Bill Roster

This watch bill ensures that ritual responsibilities, registration, and hospitality run concurrently without confusing overlapping duties.

Ceremonial & Degree Team Roll

Position	Name
Master of Ceremony	
Presenter of Unity:	
Presenter of Fraternity:	
Presenter of Charity	
Warden	
Chaplain	

Event Support Staff

Position	Name
Event Chairmen	
Inside Guard (Admissions)	
Outside Guard (Greeter)	
Registrar	
AV / Tec Officer	
Hospitality Lead	
Set-Up / Clean Up Crew Lead	
Set-Up	
Set-Up	
Set-Up	
Clean Up	
Clean Up	
Clean Up	