

**FALL LEADERSHIP CONFERENCE**  
OUTLINE OF ORGANIZATION AND REQUIREMENTS  
FOR THE AMERICAN LEGION,  
THE AMERICAN LEGION AUXILIARY AND SONS OF THE AMERICAN LEGION DEPARTMENT OF  
MICHIGAN

Aside from the changes, which may be required of varied local conditions, the outline below should be adhered to in the planning of the Department Fall Conference.

**BADGES**

Badges for registrants, officials and guests shall be provided at the expense of the Conference Committee.

**CONFERENCE COMMITTEE**

Convention Corporation must work with Department Public Relations Director and their local Chamber of Commerce for promotion of conference.

A Convention Corporation of one district may submit a bid in another district.

This Committee shall have complete charge of all arrangements in the Conference city. Department Headquarters is in charge of all arrangements and will deal directly with the Chairman of the Conference Committee.

The Conference Committee should provide personnel for the following services:

**Legion:**

- Finance
- Registration and Housing/Information
- Meeting Rooms and Schools
- Publicity and Printing
- Decorations
- Badges and Ribbons

**Auxiliary:**

- Registration/Information
- Meeting Rooms and Schools
- Flowers and Decorations
- Luncheons
- Publicity
- Receptions
- Department Headquarters Assistants

(Auxiliary Conference Chairman appoints Sergeant-at-Arms and two Color bearers)

**S.A.L.:** Meeting Rooms  
Decorations  
Publicity

### **DEPARTMENT HEADQUARTERS REQUIREMENTS**

Office space for The American Legion Department Headquarters shall be furnished without cost to the Department. Staff housing should be made available at the same hotel/motel as that designated as the Headquarters Hotel. Such reservations will be submitted by Department Headquarters. Department Fall Conference Headquarters will require 500 square feet of floor space so located as to be accessible to Department Officers, the Department Committee chairmen and all Legionnaires. This should be off a lobby or on the mezzanine of the Headquarters hotel/motel. This room should be equipped with a **SOLID LOCK** to provide maximum security for all equipment and supplies, with a minimum of two (2) keys for American Legion staff.

**Legion:** The following office furniture and equipment is required:  
(8) six foot tables, (5) secretarial chairs, (5) chairs, in addition to the secretarial chairs  
(4) wastebaskets, (6) electrical plugs for computers and copier  
Sufficient lighting for general office work, wi-fi availability

**Auxiliary:** The following office furniture and equipment is required:  
(6) six foot tables, (3) secretarial chairs, wastebaskets, electrical outlets  
Sufficient lighting for general office work

**S.A.L.:** The Sons of The American Legion requires no Detachment Headquarters.

### **FACILITY AND MEETING ROOM REQUIREMENTS**

Cities submitting bids for a Fall Leadership Conference shall have a minimum of **225** sleeping rooms.

***Housing accommodations, as well as meeting room facilities, shall meet the requirements of the Americans with Disabilities Act (ADA).***

**Legion:** The Department Executive Committee of The American Legion shall meet twice. Requirements are as follows: Space for seating 150 persons. Head table, with podium and microphone, to seat the Department Commander, Adjutant, Chaplain, Judge Advocate, Finance Officer, Historian, Five (5) Vice Commanders and stenographer. Three set-ups of ice water and glasses, one within reach of the podium.

At least five (5) rooms will be required for standing committee meetings on Friday. Department will provide agenda.

Saturday: Will consist of Schools of Instruction all day. Room requirements and times will vary each year. Check with Department Headquarters.

Auxiliary: Friday morning/afternoon: One meeting room for Executive Committee to accommodate 125 persons. Speaker's table modestly draped, to seat ten (10) persons. Small table and chair for stenographer, with electrical outlet.

Friday evening - 7:00 p.m.: A meeting room to seat 200 persons, with head table modestly draped, to seat ten (10) persons with one microphone and two microphones in the audience. Water set-ups.

Saturday: 8:30 a.m. to 5:00 p.m. - Provide four (4) areas, each to seat 75 persons, with a head table for three (3) persons and microphone. (prefer one large room for all) Water and glasses available throughout the day. One room to have audio/visual equipment outlet available, if necessary.

5:00 p.m.: A room to seat 200 persons, with podium and microphone. Two microphones to be placed in the audience. Speaker's table modestly draped with chairs to seat ten (10) persons. Two set-ups of water and glasses.

S.A.L.: The American Legion banner, located in the Department Headquarters office, will be delivered by the Detachment Sergeant-at Arms Friday night, which will then be hung, centered on the wall behind the podium, by the hotel service department and placed in position by 8:00 a.m. on Saturday morning, removed after the meeting and returned to Department Headquarters for security.

Friday - 5:00 p.m.: Meeting room for Detachment Budget Meeting to accommodate twenty-five (25) people, speaker's table for six (6) persons. Water, glasses, and electrical outlet available.

Saturday – 9:00 a.m. – 1:00 p.m.: Detachment Executive Committee Meeting. All hotel/ motel set up to be complete by 8:00 a.m., with room available to enter by 8:15 a.m.

Space for seating fifty (50) persons, auditorium style, with a podium and microphone in the middle of the speaker's table and one (1) microphone in middle of floor. Speaker's table modestly draped, with space available to enter behind and from both sides. Table to seat ten (10) personnel. Two set-ups of ice water and glasses, one within reach of podium. One eight (8) foot table, located inside entrance of meeting room, one six (6) foot table, outside of entrance, with two (2) chairs, one chair (POW/MIA empty chair) located in front of the podium and electrical outlet with extension cord available to video record the meeting.

## **FINANCE**

The respective Department Headquarters will establish a direct billing with the Headquarters Hotel and designate the Department Commander, Department Adjutant, Department President and

Department Secretary as its agents. The respective Departments will pay the individual expenses of the Department Commander and Adjutant, the Department President and Secretary, with the exception of housing expense of the Department Commander and Department President. The respective Department Headquarters will pay all the expense of members of Department Headquarters staff whose presence is necessary in the Convention City.

All other expenses of the Department Convention shall be borne by the Convention Corporation.

All other organizations must clear through the Convention Corporation in making all arrangements.

**S.A.L.:** SAL's expenses will be placed on The American Legion Department master account, which must be approved in advance by either the Detachment Commander or the Detachment Adjutant. All approved allocated expenses will be deducted from the Sons of The American Legion account by the Department of Michigan for payment.

## **GENERAL**

Each city making a bid for the Department Convention, at least one year in advance, must have this bid submitted in writing to the Department Permanent Time and Place Committee, through Department Headquarters thirty (30) days in advance of regularly scheduled PT&P meetings so the committee would have adequate time to review bids. This bid must consist of an invitation from Department Headquarters, the Post or Posts, Unit or Units, Districts or council of posts and units from the local community and a bid from the city or local government or any interested parties submitting the bid (Chamber of Commerce, convention bureau, tourist council, hotel/motel association, etc.).

The bidding city shall make arrangements to host the Department Permanent Time and Place Committee for the purpose of reviewing the facilities and plans of the host city to meet these regulations and requirements.

***Housing accommodations, as well as meeting room facilities, shall meet the requirements of The Americans with Disabilities Act (ADA).***

The Fall Leadership Conference is a Department activity. The local Conference Committee is the representative of the Department Organization in providing for an adequate Department Fall Leadership Conference.

The expenses incidental to holding a Department Fall Leadership Conference shall be borne by the Conference Committee; no part of the expense being allowed from the Department treasury.

The Conference Committee shall arrange for complimentary rooms at the official hotel/motel for the Department Commander and Auxiliary Department President during the period of the Conference.

The Conference Committee shall arrange a non-complimentary room at the official hotel/motel for the Detachment Commander during the period of the Conference.

The Conference Corporation must work with Department Public Relations Director and their local Chamber of Commerce for promotion of Conference.

One District may submit a bid in another District.

## **PROGRAMS**

It shall be the duty of the respective American Legion and American Legion Auxiliary Department Headquarters to provide the Conference Committee with a program and event schedule. The inclusion of all entertainment and informational material aside from the order of business rests with the Conference Committee. Care should be taken to see that the two do not conflict.

The Conference Committee Chairman will make arrangements for the printing of the official program. Insofar as Department Headquarters is concerned, the official program of the Conference will be submitted at least thirty (30) days before the opening of the Conference. (Hold off printing until last minute so that the program is accurate.)

## **PUBLICITY AND PRINTING**

Pre-conference publicity shall emanate from the Conference City, under the direction of The American Legion Public Relations Director and American Legion Auxiliary Conference Publicity Chairman, working in conjunction with the Conference Committee.

1. Have contact with daily and weekly newspapers
2. Pre-conference – request special pictures and greetings of Department Commander, Department Auxiliary President, Detachment Commander, National Executive Committeeman (Legion and S.A.L.), National Executive Committeewoman, Department and Detachment Adjutant and Department Secretary from respective Department Headquarters.
3. Have digital photos and biographies of noted speakers and Department officers.
4. Digital photos and biographies of Department officers of The American Legion and American Legion Auxiliary.
5. Print program of events for newspapers.

These staffs should be provided and familiar with the location of all meeting rooms assigned to various committees.

A bulletin board should be set up in a prominent area in the lobby of the Headquarters hotels/motels.

### **REGISTRATION AND HOUSING**

No space assignments are to be made directly by hotels/motels under contract with the Fall Conference Committee and such hotels/motels should be required to turn over all such requests for direct housing to the Housing Committee.

The following will be the guide for housing:

1. Conference Committee is responsible for obtaining rate agreements from hotels/motels. The only increase which might be allowed will be that of rooms having both a single and a double rate, taking the double rate – with the idea of conserving as much housing space as possible.
2. Prepare a list of available housing rates, the method of making reservations and make it available to Department Headquarters of The American Legion, American Legion Auxiliary and the Detachment.
3. Receive reservations and deposits. Reservations must be accompanied by advance registration fees.
4. The Conference Committee should ensure that housing and registration confirmations are sent out.
5. Department Headquarters must have necessary information for notification to Posts, Units and Squadrons no later than ninety (90) days prior to the Conference.
6. Location and map of meeting rooms will be included in packet of information.

### **REGISTRATION FEE**

A registration fee, as agreed upon by the Department Executive Committee and recognized by the officers or representatives of the Conference Committee, in the amount of \$15.00, shall be collected from all persons attending the Conference.

### **REGISTRATION HOURS**

To be set by Conference Committee

Individual envelopes containing meeting badges, official program, local Chamber of Commerce literature, printed reports, map of city, and local program should be provided each registrant.

### **REPORT OF ROOM USAGE AND REGISTRATION COUNT**

The Conference Committee shall submit to The American Legion a report outlining the number of registrations, as well as total room usage. This report shall be submitted within sixty (60) days following the close of the Department Fall Conference.

### **SIGNS**

There needs to be signs at the Registration Desk and near offices indicating the location of Legion Headquarters Office and Auxiliary Headquarters Office. The following signs should be placed at appropriate locations:

American Legion/Sons of The American Legion registration  
American Legion Auxiliary Registration  
Legion Headquarters Office  
Auxiliary Headquarters Office

### **SPECIAL EVENTS**

Hospitality rooms (as RESOLVED By The American Legion, Department of Michigan assembled in Fall Leadership Conference in Troy, Michigan September 22, 23, 24, 1978, That assembled Candidate Hospitality Rooms may only be open from 6:00 p.m. to 11:00 p.m., except when the Department Executive Committee is in session during these hours...) opened to The American Legion and Auxiliary that are operated by other than Posts, Districts or Zones must clear through the Conference Committee as to the time of opening and closing so that it will not conflict with meetings and sessions.

### **SPECIAL LUNCHEONS AND DINNERS**

**Legion:** The Conference Committee Chairman must know which groups are having lunches or dinners and clear all arrangements through the Fall Conference Committee.

**Auxiliary:** Auxiliary arrangements will be cleared through Department and the Conference Committee.

**S.A.L.:** Sons of The American Legion arrangements must be cleared through the Department of Michigan before going to the Fall Conference Committee.

## **STAGES**

Provide seats for ten (10) people on stage behind speaker's podium in both halls.

**Legion:** Long draped tables to accommodate twelve (12) people; set-ups of ice water. Speaker's podium with microphone and electrical outlet.

**Auxiliary:** Long tables, modestly draped, accommodating ten (10) people and a row of ten (10) chairs behind Head Table for guests and pages; set-ups of ice water and glasses; two (2) podiums with two (2) mics, one for presiding officer and one for reporting; flag holders for the massed colors of Units and Districts will be the responsibility of the Auxiliary. One small table with electrical outlet for reporter.

*Revised and approved by Permanent Time and Place Committee on May 1, 2004, March 25, 2006, December, 2015*

*Approved by the Department Executive Committee on May 2, 2004, June 15, 2006, February 19, 2012, June 29, 2014*

**\* THESE REQUIREMENTS ARE SUBJECT TO CHANGE \***