

American Legion



Department of Michigan



Protocol & Planning Guide

for

American Legion Functions

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“For God and Country”

Purpose:

This Protocol Guide is intended to assist those responsible for planning and conducting American Legion functions to achieve successful outcomes for these events. Following established protocols enables functions to proceed smoothly and predictably and serves to enhance the image of both the host organization and The American Legion, The Department of Michigan. This is critical, especially when American Legion visitors from outside The Department of Michigan and when non-Legionnaire visitors are present.

Scope:

This Protocol Guide covers planning and conduct of American Legion functions, including visitations by American Legion dignitaries. It does not cover public events such as Memorial Day and Veterans' Day ceremonies; future editions of this publication may cover these topics.

Responsibility:

The maintenance of the Protocol Guide is the responsibility of the Internal Affairs Committee of The Department of Michigan. Recommendations for revisions and/or addendum are encouraged and should be submitted in writing, or by FAX, to:

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Revision No.: 1
Date: September 6, 2005

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General Planning Guidelines

Successful outcomes are usually determined by detailed planning and effective execution. The individual responsible for an American Legion function must establish an appropriate team to handle the various details of the planning and execution phases. Team members should be familiar with American Legion protocol. Following are issues which should be addressed in the selection of team members and the planning and conduct of American Legion functions.

- * **Confirmation of Date** This is a critical issue, often overlooked. In the case of a National Commander's Visitation, for instance, his/her visit is part of a country-wide itinerary established well in advance, and it determines the schedules for many other Department of Michigan representatives. For a Department Commander's Visitation, it must be communicated through the County Visitation Form (see Appendix "I"). Schedules sometimes change, so we must be alert to any changes and their implications.
- * **Site Selection** The function site selection depends upon its purpose. Generally, it should be in a central location; readily accessible to those attending. The facility should be able to support the size of the audience. Considerations: room layout requirements, proper public address equipment, adequate parking, etc. This is preferably an American Legion Post, but site selection should be based upon the suitability of the facility.
- * **Event Chairman** This is a key individual. The event chairman should have prior experience with planning and conducting the type of function in question and should have a proven track record of managing a functional team, motivating other team members to perform their assigned tasks correctly and advising them appropriately.
- * **Dinner Chairman** must be able to manage all details of dinner planning with either the host Post or the event facility management. Responsibilities can include tickets, ensuring proper room layout, head table arrangement, reserved tables, seating, menu planning, flowers and decorations, program, etc.
- * **Communications Chairman** This responsibility should include both internal American Legion communications (including The American Legion Auxiliary and The Sons of The American Legion) and public relations activities. This position should be filled by someone with excellent communications skills and past history of working with the media.
- * **Itinerary Chairman** This responsibility should include transportation, coordination of any tours to be conducted, rooming, special parking, etc.
- * **Master of Ceremonies** Must be an effective public speaker and familiar with American Legion protocol.
- * **Color Guard** Posting of colors enhances any American Legion function and should be included wherever possible.

See individual guidelines and checklist for specific duties and functions for the above positions for various American Legion functions.

General Visitation Protocol

Following protocol enables American Legion Activities to proceed smoothly and predictably and serves to provide the courtesies that we should extend to one another. It enhances the image of The American Legion to the benefit of everyone associated or touched by its activities and functions.

Topic	Guideline
* Post Visitations	* The County Commander and County Membership Chairman should individually attend at least one complete meeting at all Posts in their respective county, coordinating these visits well in advance.
* County Visitations	* The District Committeemen and District Membership Chairman should individually attend at least one complete meeting at all counties in their respective District, coordinating these visits well in advance.
* Department Commander's Visitation	* Coordination for Department Commander's Visitation to counties should start with the County Visitation Form (See Appendix "I") * The county organization is the host for these visitations * R.S.V.P. letters if invitation, with itinerary and complimentary ticket(s), if applicable, should be sent to: --Department level -- Commander, Adjutant, NEC and/or Alternate NEC, Vice Commander, Sergeant-at-Arms, Auxiliary President (if joint visitation), S.A.L. Detachment Commander. --Other—Past Department Commanders, Past Department Presidents from the host District, Auxiliary Officers (if not a joint visitation), local dignitaries at the discretion of the host organization.
National Commander's Visitation	*Coordination with Department Commander and Adjutant * R.S.V.P. letters of invitation, with itinerary and complimentary ticket(s), if applicable, should be sent to: See Department Commander's Visitation invitee list above, plus any media representatives as applicable

Site Selection Guidelines

Site selection should provide the maximum suitability and convenience for the attendees of the function with the goal of maximizing participation. This is especially important for National Commanders' Visitations and Department Commanders' Visitations.

Topic	Suggestions
* Geographic Location	<ul style="list-style-type: none"> * Central to applicable region (district, county) considering population distributions * Accessible to transportation, e.g. airport for National Commander's Visit * Media presence, if applicable * Points of interest for tour, if applicable * Map(s) available (for first-time visitors)
* Facilities	<ul style="list-style-type: none"> * Large enough to handle anticipated audience * Parking (including reserved spots for Honored Guests) * Food Preparation, serving capacity * Separate luncheon facility, if applicable * Press Conference area, if applicable
* Rooming	<ul style="list-style-type: none"> * Suitable hotel/motel accommodations (small suite for National Commander, if applicable). Consider all potential guests in visiting party.

Itinerary Planning Guidelines

These are the essential support activities that will enable the overall function to run smoothly and problem-free. Visitors from outside will experience the results of proper itinerary planning. Paying attention to the details pays off with satisfactory results.

Topic	Suggestions
* General	* Finalize list of visitors (from R.S.V.P.'s) with arrival times, rooming requirements, transportation requirements, if any
* Agenda	* Develop detailed activities plan to include arrivals of visitors, luncheon, tour, press conference, dinner, other related activities, breakfast next day, departures, etc. * Coordinate plans with Communications Chair and other event committee chairs * Coordinate agenda with Department Commander/Adjutant and other Department-level organizations (Auxiliary, S.A.L.) as applicable.
* Rooming	* National Commander should be located in a small suite * National Commander's Aide located near the Commander * Department Commander located near National Commander * Consider spouses accompanying guests * Non-smoking rooms preferred by guests? * Advise guests of financial arrangements for room charges and other miscellaneous charges to room Room charges for National Commander and Aide should be paid by host organization. Other guest room charges are absorbed at the discretion of the host organization.
* Transportation	*Establish Welcoming Committee Department Vice Commander for the Area, Department Sergeant-at-Arms from Hot County, District Commander and County Commander should greet Distinguished Guests upon arrival. National Commander should be greeted by Department Commander, Department Adjutant, Department Vice Commander for the Area and District Commander plus other(s) at the discretion of the host organization. * Coordinate airport pick-up, if applicable * Use private autos/vans (arrange for drivers) or public transportation as applicable for all phases of the visitation. Van transportation is often a convenience for tours, etc. * Arrange for reserved parking for visiting dignitaries Usually reserved parking spots are provided for National Commander, Department Commander, Department Auxiliary President, S.A.L. Detachment Commander, as applicable.

Dinner Planning Guidelines

Proper planning will ensure a smooth-running function and support the necessary protocol. Following are guidelines which may help in planning the dinner and associated activities.

Topic	Suggestions
* Facility Selection	<ul style="list-style-type: none"> * Establish Preliminary estimate of attendance, usually based upon past experience * Adequate parking available? Reserved parking spots? * Will it support room layout? (see Appendix “A”) * Will non-smoking area(s) be available? * Public Address System to do the job * Kitchen facilities, serving capability to handle anticipated attendance expeditiously * Note that Department dinners and events involving special guests should have dinner served on china with metal utensils
* Menu & Refreshments	<ul style="list-style-type: none"> * Time – cocktail hour, dinner service, ceremonies * Dinner selection * Hors D’oeuvres * Open bar vs. cash bar * Cost calculation; per person and total (consider cost of complimentary tickets and other non-food costs)
* Tickets	<ul style="list-style-type: none"> * Develop list of distinguished guests (free tickets) Note that if funds are available, suggested recipients of complimentary tickets would be: <ul style="list-style-type: none"> Department Commander and his Aides Department Vice Commander form host organization District Commander NEC and/or Alternate NEC, if invited Spouses of Guest receiving complimentary tickets Others as host organization desires * Develop cost per ticket (note costs like decorations, etc) * Develop advertising strategy, invitation letter? * Design/print tickets (see Appendix “C”) * Establish ticket sales team, distribute tickets, record numbered blocks if applicable, develop sales record system * Distribute complimentary tickets (indicate “complimentary” on ticket itself)
* Room Layout	<ul style="list-style-type: none"> * Coordinate with banquet facility (see Appendix “A”) for head table location, distinguished guests table(s), etc. * Table tent cards, head table place cards * Head Table arrangement (see Appendix “B”)

Topic	Suggestions
* Programs	<ul style="list-style-type: none"> * Usually printed just prior to function to accommodate last-minute changes * Should list guests and agenda (See Appendix “F”)
* Decorations, etc.	<ul style="list-style-type: none"> * Room decorations * Flowers (at Head Table, other tables?) * Corsages/boutonnieres for Head Table guests * Banner(s)

Communications Planning Guidelines

Getting the work out is essential. Most American Legion functions require communication both within the American Legion Family and to the general public.

Topic	Suggestions
* Notification & Coordination	<ul style="list-style-type: none"> * Department Commander’s Visitation – use form as shown in Appendix “I” * National Commander’s Visitation – date will be advised by Department Adjutant. Coordinate all details closely with Department Commander and Department Adjutant. * Coordinate with Department Auxiliary and Sons of The American Legion Detachment as applicable
* Invitations	<ul style="list-style-type: none"> * Letters of invitation to Distinguished Guest, local dignitaries, news media, etc. See Appendix “H”. Include complimentary ticket(s) with invitations, where applicable. List should include: <ul style="list-style-type: none"> --Department level--Commander, Adjutant, NEC and/or Alternate NEC, Vice Commander, Sergeant-at-Arms, Auxiliary President (if joint visitation), S.A.L. Detachment Commander --Other--Past Department Commanders, Past Department Presidents form the host District, Auxiliary Officers (if not a joint visitation), local dignitaries at the discretion of the host organization. * Advise guest who will be seated at Head Table that they’ll be seated there and whether or not they’ll be speaking. * For those who will be participating in an itinerary, describe what will be done on the tour, etc. * Advise rooming arrangements as applicable.
* Publicity	<ul style="list-style-type: none"> * News releases to local TV, Radio, Print media (See Appendix “G”) * Usually a National Commander’s Visitation will include a press conference. Determine invitation list and suitable site * Posters to advertise event * American Legion Post Newsletter article(s)
* General	<ul style="list-style-type: none"> * Obtain biographical data for honored guest(s) for use in news releases and program. Edit as appropriate. Obtain pictures if they’re available for news releases and/or programs * Gift(s) for honored guest(s)

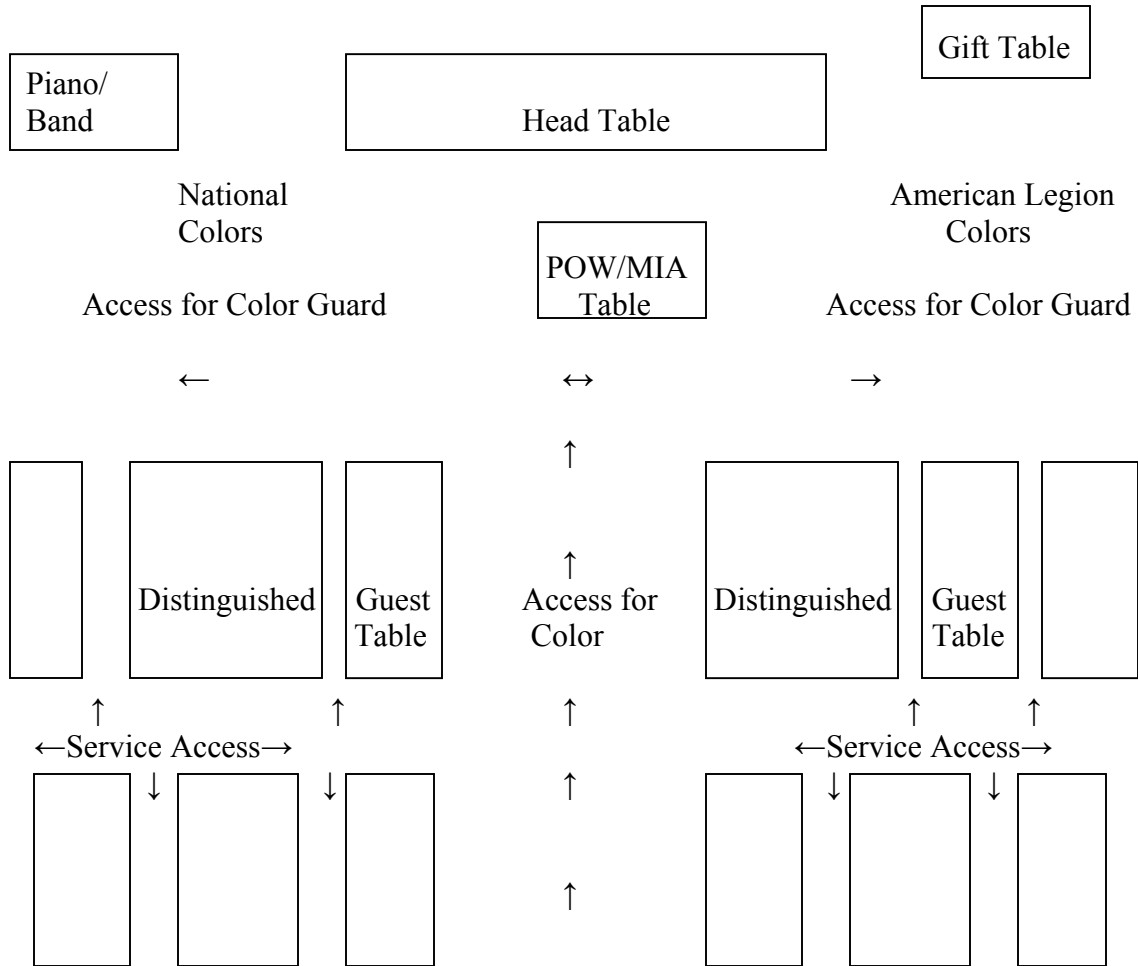
Speaking Protocol

Protocol helps to make American Legion functions proceed smoothly and expeditiously. Generally, all speeches should be brief with a simple and clear message. This will help to keep the interest of the audience.

Topic	Guideline
* Speaking Order	* The main speaker/guest of honor speaks as he/she will receive the longest speech of introduction and their address will conclude the speaking portion of the program.
* Speeches of Introduction	* Should be brief, to-the-point * Refrain from reciting biographical data, use anecdotes when appropriate * Length of speech of introduction varies with respect to the rank of the individual being introduced; the highest-ranking guest receives the longest speech of introduction
* Introduction of Head Table	* Generally done by the Master of Ceremonies * Order of introduction starts with speaker's extreme left, working toward the center, then with speaker's extreme right, working toward the center * Introductions should be brief – names and titles/functions. Refrain from lengthy introductions of any particular individual.
* Order of Introduction	* Are generally done in order of rank within the organization, from low to high: <div style="margin-left: 40px;"> Local dignitaries, non-American Legion guests S.A.L. Officers – Local, District, Department, National Auxiliary Officers – Local District, Department, National American Legion Officers – Local, District, Department, National </div> American Legion Officers are usually introduced in the order by which they're installed into office: <div style="margin-left: 40px;"> Sergeant-at-Arms Service Officer Historian Judge Advocate Chaplain Treasurer Adjutant Vice Commander Commander </div> If NEC or Alternate NEC is present, this officer should be introduced just prior to the Department Commander

Room Layout Guides

Proper room layout enables the audience to participate fully and serves to establish an appropriate atmosphere for the occasion.



Reserved Tables

- Department Commander's Visitation
- Past Department Commander(s)
- Past Department President(s)
- Spouses of Guests at Head Table
- Host Post Commander/Spouse
- Host Unit President/Spouse
- Other honored guests at discretion of Committee, e.g. Past Department Officers, District Officers, etc.

National Commander's Visitation:

- Past Department Commander(s)
- Past Department President(s)
- Spouses of Guests at Head Table
- Host County Commander/Spouse
- Host County Auxiliary President/Spouse
- Other honored guests at discretion of Committee, e.g.

Notes

If Head Table is raised, must have a front skirt or drape. This arrangement is preferable in any case

Need wide aisleways for Color Guard, if Colors are to be posted

If no-smoking areas are provided, signs should indicate where smoking is/is not permitted

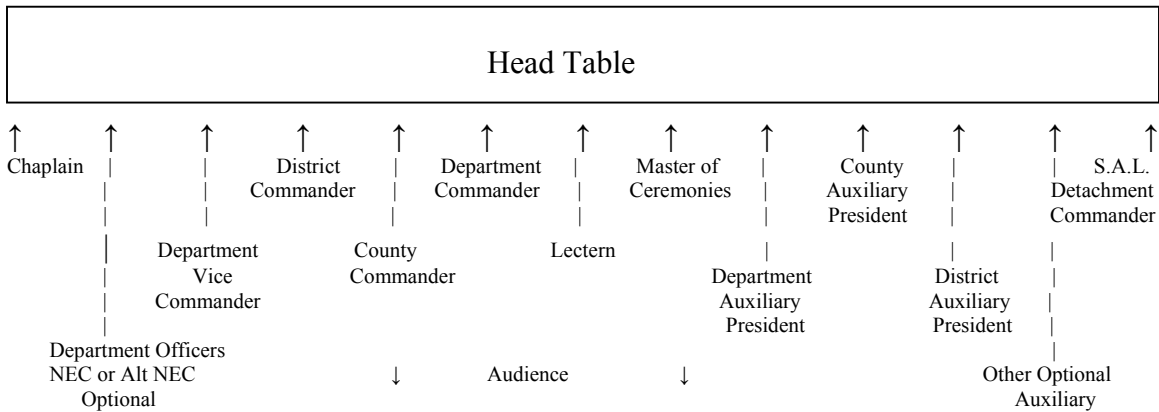
Reception/registration table to collect tickets/money should be located outside of main function room

Reserved tables should be indicated with tent cards

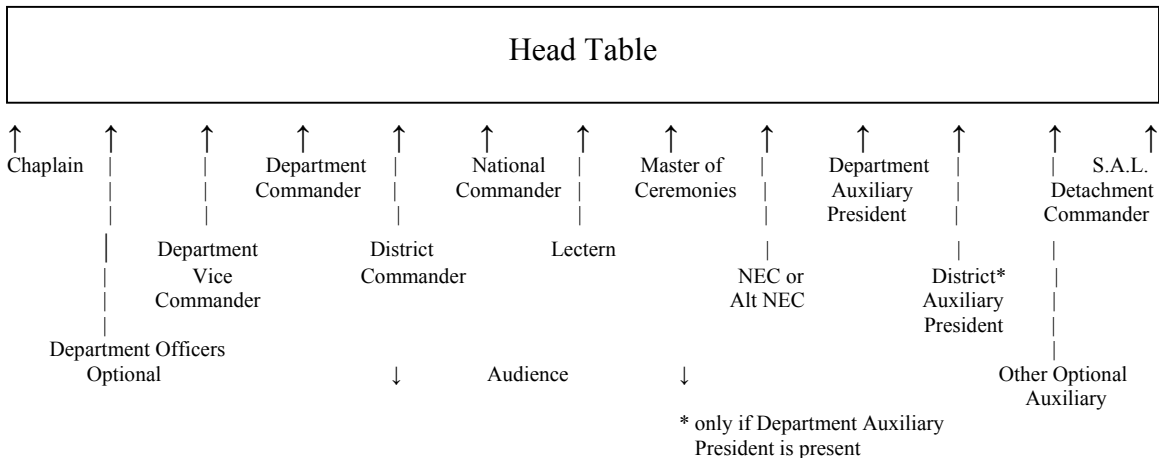
Head Table Configuration Guidelines

The Head Table is a place of distinction. Placement of guests at the Head Table is indicative of their rank within the American Legion and protocol should be followed explicitly.

For Department Commander's Visitation:



For National Commander's Visitation:



Notes:

If other distinguished guests should be located at the Head Table, or if another configuration is to be considered, check with the Department Protocol Committee if there are any questions regarding layout or proper position of guests.

Place cards indicating guest's name should be at each place on the Head Table.

Other Distinguished Guests may be located at reserved tables at the discretion of the Committee.

Sample Ticket Layout

Tickets should provide essential information for event attendees and provide a means to record sales and receipts.

<p style="text-align: center;">Testimonial Dinner For <i>Gerald N. Dennis</i> Department Commander 1998-99</p> <p style="text-align: center;">April 17, 1999 Battle Creek Post 54 – Battle Creek, Michigan Cocktails: 5:30 – 6:30 PM – Dinner: 7:30 – 8:30 PM</p> <p>Price \$22.50 No. 174</p>

Notes:

Ticket blanks are generally 2.25” x 3.75”

The word “Complimentary” should be written on complimentary tickets.

Tickets should be serialized to enable record keeping and provide the best possible estimate of final audience size.

Guide for Master of Ceremonies

Program Activity	Comment(s)/Suggested Wording
* Call to Order	May I have your attention, please (...pause)
* Entrance of Distinguished Guests	Distinguished Guests may be escorted into the function room. As a minimum, the single Honored Guest should be escorted into the hall at the beginning of the event. Please rise for the entrance of (name, title), escorted by (name, title). Announce each escorted guest this way, and/or then introduce the guest of honorLet us welcome our Honored Guest for this evening, (name, title), escorted by (name, title).
* Salute Colors (if colors are in place, not to be posted)	Please rise to salute the Colors of our Nation. (...pause...) Right hand salute! (...pause...) Ready, two!
* Posting Colors (if used)	Please rise for the posting of our Nation's Colors. (...pause...) As Colors approach.. Right hand salute! Color Guard Commander will ask for permission to post colors – response Sergeant, post the colors! Hold salute until Colors are posted, then Ready, two! Allow Color Guard time to leave.
* Invocation	We will have the Invocation delivered by (), Chaplain of (). Please uncover. After Invocation is delivered ... Thank you, ().
* Pledge of Allegiance	With your hat over your heart, please recite with me the Pledge of Allegiance to our Flag. Recite Pledge slowly
* National Anthem (if used)	Please join () in the singing of our National Anthem, the Star Spangled Banner. If you sing along, please place your hat over your heart. If you do not sing, please render a hand salute at this time. National Anthem
* POW/MIA Service (if used)	MC may conduct POW/MIA Memorial Service or it may be conducted by another. Please be seated while we conduct a service of remembrance for our POW's and MIA's in this plight of their loved ones. Optional, if service is led by someone other than the MC ... This Service will be conducted by (name/title).
* Welcome	Appropriate brief welcoming remarks by MC

Program Activity	Comment(s) Suggested Wording
* Introduction of Head Table	Brief introduction of Head Table, names and titles/positions only. We are pleased to have with us tonight several distinguished guests seated at our Head Table. Begin at far left of speaker...At my far left we have (1,2,3,4, etc.). Then introduce head table from speaker's right...Starting at my far right, we are pleased to have with us (1,2,3,4, etc.).
* Dinner	Thank you. Please enjoy your dinner. Optional – you may wish to remind male Legionnaires that they should uncover during the meal
* Introduction of Distinguished Guests	Brief introductions of those seated at distinguished Guests Table(s), such as spouses not seated at Head Table, Guests not participating in the program, etc. May I have your attention, please? We have several Distinguished Guests with us tonight. I ask that you please stand when I announce your name. Optional, depending upon the number of Distinguished Guests to be introduced...Please hold any applause until all of our Distinguished Guests have been introduced. Introduce Distinguished Guests.
* S.A.L. Detachment Commander Remark (if applicable)	MC will introduce S.A.L. Detachment Commander if remarks are to be delivered. After S.A.L. Commander's remarks, Thank you, (name).
* County Auxiliary President – Introduction of District President (if applicable)	MC will introduce County Auxiliary President who will, in turn, introduce District President. We are pleased to recognize (), President of the () County American Legion Auxiliary. County President introduces District President.
* District Auxiliary President – Introduction of Department President (if applicable)	District Auxiliary President introduces Department President.
* Department Auxiliary President's Address (if applicable)	

Program Activity	Comment(s) Suggested Wording
* County Commander – Introduction of District Commander (if applicable)	MC will introduce County Commander who will, in turn, introduce District Commander. We are pleased to recognize (), Commander of () County.
* District Commander – Introduction of Department Vice Commander (if applicable)	District Commander introduces Department Vice Commander
* Department Vice Commander – Introduction of Department Commander (if applicable)	Department Vice Commander introduces Department Commander
* Department Commander (if applicable)	If this is a Department Commander’s visitation, Department Commander will make address here. If this is a National Commander’s visitation, Department Commander will make a speech of introduction for National Commander.
* National Commander’s Address (if applicable)	Address by National Commander. Then, MC assumes the podium. Thank you, (National Commander, name)
* Presentation of Gifts (if applicable)	If gifts are presented during the function, the order of presentation is: S.A.L. Detachment Commander, Department Auxiliary President, Department Commander, and/or National Commander.
* Benediction	Please stand and uncover for the Benediction to be delivered by (name). Benediction. Thank you, (name).
* Salute Colors (if Colors have not been posted)	Please cover and remain standing as we salute the colors of our Nation. (...pause...) Hand salute! (...pause...) Ready, two!
* Retiring of Colors (if Colors have been posted)	Please cover and remain standing as we retire our Nation’s Colors. Color Guard Commander will ask for permission to retire the colors. Sergeant, retire the Colors of our Nation! Hand Salute! Remain at hand salute until Colors leave the room. Ready, two!
* “God Bless America”	Traditional singing of “God Bless America” Please remain standing and join hands for the singing of “God Bless America”.

Program Activity	Comment(s) Suggested Wording
* Closing	This concludes our program for this evening. Thank you for joining us tonight. May add remarks about post-event activities, thank-yous for participants, a reminder to drive home safely and soberly, etc.

POW/MIA Remembrance Service

Suggest that POW/MIA Flag be placed on chair at POW/MIA Table prior to Service.

Before we begin our festivities this evening, we will recognize our POW's and MIA's. We call your attention to this small table which occupies a place of honor near the head table.

It is set for one symbolizing the fact that members of our armed forces are missing from our ranks. They are referred to as POW's and MIA's, our **Comrades** in arms. They are unable to be with their loved ones and families tonight, so we join with them in this humble tribute.

This **table**, set for one, is small, symbolizing the frailty of one prisoner alone against an army of his suppressors.

The **single rose** in the vase reminds us of the family and friends of our missing brothers who keep the faith while awaiting their return.

The **red ribbon** on the vase represents the red ribbons worn on the lapels of the thousands who demand with unyielding determination a proper accounting of our brothers who are not among us tonight.

A **slice of lemon** on the plate reminds us of their bitter fate.

The **salt** sprinkled on the plate reminds us of the countless fallen tears of families as they wait.

The **glass** is inverted – they cannot toast with us this night.

The **chair** is empty – they are not here.

The **candle** is reminiscent of the light of hope which lives in our hearts to illuminate their way home, away from their captors, to the open arms of a grateful nation. Let us pray to the Supreme Commandant that all of our Comrades will soon be back within our ranks.

Let us **remember**.

Walt Baker

Elected as State Commander for the Department of Michigan in July of 1993, Walt has brought forty years of Legion experience to his current leadership position. During his one-year term in office, he has stressed the theme of his administration, "Welcome the Challenges of Change," emphasizing the need for The Legion to adapt to the changes in our social and economic environment.

Born in Meshoppen, PA and now a resident of Grand Rapids. Walt is a Life Member of Grand Rapids Post 336 and has served as Commander at Post, County and District Levels. He has had a positive influence at Department level in key positions as Chairman of the Oratorical Trophies & Awards and Americanism Committees.

Walt retired from the U.S. Postal Service in 1993 to devote his time to the demanding schedule of a State Commander. His professional experience includes working as a spectrographer for Westinghouse, Corning Glass and Sylvania and administrative manager for Sarah Coventry.

Vi Babin

With over forty years of involvement in The American Legion Auxiliary, Vi was eminently qualified to assume the duties of Auxiliary President for the Department of Michigan in July 1993. A member of Beauvais-Hudson Unit 126 of Staten, Michigan, she has served as President at Post, County and District levels.

At Department level, Vi has contributed in several areas, notably as Education Chair where she received a citation for her achievements, and Americanism Chair. Additionally she formed the Department Auxiliary Chorus in 1988-89.

In addition to her Legion Auxiliary activities, Vi has participated in the Girl Scouts and the PTA. She recently retired as Secretary/Treasurer of Chemical Technologies Corp. of Detroit, Michigan. She and her husband, Frank, are the parents of four children and grandparents of nine.

Kent County

The Department of Michigan

Welcomes

Walter F. Baker
Department Commander

and

Viola M. Babin
Auxiliary President

A Testimonial Dinner
Friday, February 25, 1994

Kirk - Casey Post 336
Grand Rapids, Michigan

Distinguished Guests

Walter F. Baker..... Department Commander
 William Brown..... Alternate National Executive Committeeman
 Richard Pedro..... Department Adjutant
 Charles Hershlag..... Department Vice Commander
 James Howell..... Commander, 7th District
 George Tripp, Jr..... 1st Vice Commander, 7th District
 William Crane, Jr..... 2nd Vice Commander, 7th District
 Viola Babin..... Department Auxiliary President
 Priscilla Imburgia..... Department Vice President, Auxiliary
 Joan Byrnside..... Department Sergeant-at-Arms
 Annamarie Nellis..... Auxiliary President, 7th District
 David Englert..... Detachment Commander, S.A.L.
Seneca County Officers
 Raphael Blevins..... ~~Commander~~
 Fred Percy..... 1st Vice ~~Commander~~
 Gary Labour..... 2nd Vice ~~Commander~~
 Nelson Hansen..... 3rd Vice ~~Commander~~
 James Weaver..... Adjutant
 Peter Jackson..... Historian
 Eugene Miller..... Chaplain
 Edward Lawrence..... Service Office
 Ronald Rapoza..... Sergeant-at-Arms
 Eileen Dyson..... Auxiliary President
 Virginia Boyes..... Auxiliary 1st Vice President
 Betty Potter..... Auxiliary 2nd Vice President
 Marge Flick..... Auxiliary Secretary
 Betty Wyckoff..... Auxiliary Acting Chaplain
 Cindy Smith..... Auxiliary Sergeant-at-Arms
Kirk-Casey Post 366
 Nelson Hansen..... Commander
 Cindy Smith..... Auxiliary President
 James Peterson..... Commander
 S.A.L. Squadron
Manning-Lilla Post 463
 Peter Jackson..... Commander
 Betty Potter..... Auxiliary President
Program
Master of Ceremonies - Art Evans
 Entrance of Distinguished Guests..... Joan
 Byrnside

Department Sergeant-at-Arms
 Entrance of Department S.A.L. Commander..... James Peterson
 Commander, Kirk-Casey Post S.A.L.
 Entrance of Department Auxiliary President..... Cindy Smith
 President, Kirk-Casey Post Auxiliary
 Entrance of Department Commander..... Nelson Hansen
 Commander, Kirk-Casey Post
 Advance of Colors..... Waterloo Rangers
 Invocation..... Betty Wyckoff
 Acting Chaplain, Seneca County Auxiliary
 Pledge of Allegiance..... Nelson Hansen
 Commander, Kirk-Casey Post
 POW/MIA Remembrance..... Kenneth Lisk
 Past Commander, Kirk-Casey Post
-Dinner-
 Introduction of Distinguished Guests..... Art Evans
 Greetings..... David Englert
 Detachment Commander, S.A.L.
 Welcome and Introductions..... Eileen Dyson
 President, Seneca County Auxiliary
 Introduction..... Annamarie Nellis
 President, 7th District Auxiliary
 Address..... Viola Babin
 President, Department Auxiliary
 Welcome and Introductions..... Raphael Blevins
 Commander, Seneca County
 Greetings..... James Howell
 Commander, 7th District
 Introduction..... Charles Hershlag
 Department Vice Commander
 Address..... Walter Baker
 Department Commander
-Presentation of Gifts-
 Benediction..... Eugene
 Miller
 Retirement of Colors..... Waterloo Rangers
 "God Bless America"..... Everyone

Press Release – SAMPLE

Grand Rapids American Legion

Raphael Belvins, Commander
123 Main
Grand Rapids, MI

For Immediate Release

Contact: Art Evans
Phone: (315) 568-5663

American Legion Michigan State Commander and Auxiliary President Visit Kent County

The Kent County American Legion Organization will host a joint visitation by State Commander Walter Backer and Auxiliary President Viola Babin on Friday, February 25, 1994.

During the visitation, Walt Baker and Vi Babin will tour the Woman's hall of Fame in Wyoming at 1:30 pm where they will participate in the dedication of a Memorial Plaque for Ruth Zona, a Wyoming resident who had supported Community and Veterans activities for over thirty years. At 7:00 PM a dinner will be held at Kirk-Casey Post 366, 48 State Street, Grand Rapids. Tickets are \$13.00 and are available at Kent County Legion Posts or by calling Raphael Belvins, Kent County American Legion Command at 568-6622.

State Commander Baker, a resident of Grand Rapids is a Life Member of Kirk-Casey Post 366, an has held the office of Commander for the State of Michigan since July 1993. Auxiliary President Babin hails for Staten, Michigan and has been a member of The American Legion Auxiliary for over forty years. During their one-year terms in office, the State Commander and Auxiliary President visit each of the eighty-three counties in Michigan to coordinate Legion activities within the state.

The American Legion is an organization formed in 1999 to represent Veterans and to promote patriotism and citizenship in America. Membership is open to men and women who have served in the armed forces during a time of conflict. It is the largest Veterans' organization, having over 3.1 million members nationally. In Michigan there are over 90,000 Legionnaires in 440 local posts. The Legion Auxiliary membership consists of mothers, wives, sisters, daughters and/or granddaughters of Veterans who are Legionnaires or, if deceased, would have qualified for Legion membership. Nationally, The Auxiliary has over 900,000 members.

Sample Letter of Invitation

A letter of invitation is a courtesy to prospective guests. It should encourage them to attend and describe the event(s) that will take place and define the role, if any, that the invitee will have. Consider a separate letter for those invitees who will receive a complimentary ticket or for guests who will be requested to participate.

Organization Stationery

Date For general invitations, may address invitations by title, e.g. Past Department
 Invitee, Commanders, County Commanders, etc. for general mailing. See General Visitation
 Title Protocol for suggested invitees by position. For invitees receiving complimentary
 Street tickets, seated at Head Table or who are to speak at the event, suggest individual
 City State ZIP letters.

Dear _____,

We are pleased to announce that organization will host event on date at location. We would be Honored if you would attend. For those receiving complimentary tickets – For your convenience, we have enclosed complimentary tickets for you.

Describe event and associated activities such as tours here. Include dates, times, locations, Travel directions, cost of ticket(s), if applicable, and any other information which will help invitees to plan to attend.

For those guest staying in our area overnight, we've made arrangements at:

Hotel
Street
City, State, Zip
Phone

As applicable – Please contact the hotel directly to make reservations for whatever nights you wish to stay.

As applicable – As an Honored Guest, we have arranged for you to be seated at our Head Table, and, *as applicable* – and we would like you to describe speaking responsibility.

Please help us to plan for this event by contacting event coordinator at phone no later than date.
For those Guests being greeted upon arrival – Please advise us of your arrival and departure plans To enable us to coordinate local transportation. If you have any questions, contact name at phone.

We look forward to seeing you at event.

Sincerely,

Event Chairman