



**SONS OF THE AMERICAN LEGION  
DETACHMENT OF MICHIGAN**

212 N. Verlinden - Lansing, MI 48915  
Phone 517-371-4720 Fax 517-371-2401

Dear Host:

Thank you for showing an interest in hosting a Sons of The American Legion State Convention.

Enclosed is the contract and guidelines you will need to help you plan this event. When you contact the hotel where you wish to have this event, ask the following:

- 1.) See if the first full weekend of June is available in the year you wish to hold the convention.
- 2.) The cost of the rooms, (Regular, Suites, etc.) and how many rooms they can block for our convention. Average rooms needed is 75.
- 3.) Do they have a room big enough for our convention? Approx. 350 people
- 4.) Do they have a room for the Detachment Executive Committee (D.E.C.) on Friday at 6:00 PM. (At least 50 people)
- 5.) Do they have a room for the D. E. C. on Sunday after convention. (At least 30 people)
- 6.) Do they have a room for the rifle shoot? 30' long x 24' wide (For Saturday), or an outdoor location that could be used?
- 7.) Do they have a room for Friday meal for Detachment Commanders and Captains (Approx. 25)

All answers get in writing.....

As the agent, agree on the location where the picnic and games will be held, and submit in writing at the time presenting this request.

All requests must be submitted to the Detachment Adjutant or you may, in person, submit your proposal stating the Date, time and place, and all other pertinent information regarding activities and hotel costs and room rates for the year you requested. This can be done at any of the meetings of the Detachment Executive Committee.

After the Detachment of Michigan Executive Board decides if you can host the event, you will be expected to sign the contract along with the Detachment Commander and the Americanism Chairman. Once fully signed the contract is binding.

## **Sons of The American Legion - Requirements for Convention Hall**

### **Hotel Requirements:**

1. Hall to be made available on Friday evening from approx. 6:00 PM to 9:30 PM., Saturday morning, from approx. 7:00 AM to 1:30PM and Sunday morning from approx. 7:00 AM to 2:00 PM..
2. Space for seating 350 persons auditorium style with a podium in middle of speaker's table and microphone.
3. Speaker's or head table modestly draped, with space available to enter behind speaker's table from both sides. If on a raised platform, provide ramps for walkers and canes. Must be able to seat the Detachment Commander, Adjutant, Chaplain, Judge Advocate and Five (5) Vice Commanders at head table.
4. Two set-ups of ice water and glasses, one within reach from the podium, other located at the back of the hall.
5. One (6) six foot table located inside entrance of meeting room, modestly draped.
6. One plain chair (POW/MIA empty chair) located on floor in front of the podium.
7. Two Floor mikes, all cords to be taped down.
8. Electrical outlet at back of hall with extension cord available to video record the meeting.
9. Sons of The American Legion Banner to be hung centered on wall behind podium, by the hotel service department and placed in position before start of Convention and will remain hung up throughout the whole convention. The banner will be delivered by the Detachment Sergeant-At-Arms upon his arrival at the Convention or will be supplied by the Convention Committee and returned to the Detachment Sergeant-At-Arms within 2 hours after the end of the convention.
10. Convention Hall must be locked or secured when meetings are not in session.

### **Detachment Requirements:**

- . Detachment Colors, POW/MIA flag, flag stands and bell and gavel along with all necessary printed material will be set up by Detachment Sergeant-At-Arms, prior to meetings.

### **For Detachment Memorial Service:**

The Convention Hall room will be used for the Detachment Memorial service which will be on Sunday morning at 8:00 AM. Request will be made by the Detachment Chaplain in advance for any additional set-up. Any additional costs will be paid by the Detachment of Michigan.

### **Sons of The American Legion -Requirements for D.E. C. Meetings**

1. Friday Afternoon from 5:00pm to 6:00pm, and for Sunday from approx. one half an hour after the Sunday session is closed. Lasts about 1.5 hours.
2. Friday meeting room for Detachment Executive Committee meeting to accommodate 50 people,  
Conference table set up, with seating at table for fifteen (15) people. 35 Additional chairs in back of hall for guests. Water and glasses, electrical outlet available.
3. Sunday meeting room for Detachment Executive Committee meeting to accommodate 30 people,  
Conference table set up, with seating at table for fifteen (15) people. 15 Additional chairs in back of hall for guests. Water and glasses, electrical outlet available.

### **Sons of The American Legion - Requirements for Past Captains and Past Commanders Dinner**

1. To be set up Friday night. Time at the discretion of the Convention Committee, but, not to interfere with the scheduled activities.
2. Room to accommodate sit down style dinner for approx. 30 people. Not open to public. Only for Past Detachment Captains or Detachment Commanders,
3. Meal to consist of an approved menu that is submitted to the Detachment Executive Committee at Spring meeting prior to Convention.
4. No alcohol paid for by Convention Committee. Past Detachment Captains or Detachment Commanders may buy their own alcoholic drinks if available.

### **Sons of The American Legion - Requirements for Rifle Shoot**

1. Room size required. 30' long x 24' wide. Will last approx. 3 hours. An outdoor location may also be suitable.
2. For Saturday afternoon, time activity to start approx. 2 hours after Saturday morning session has ended.
3. Need (6) six, 8 foot tables in room with 15 chairs.
4. Americanism Chairman with his crew will do the setup of the area.



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CONTRACT FOR THE CONVENTION COMMITTEE -YEAR WISHING TO HOST: \_\_\_\_\_

**PROCEDURE & DUTIES:**

**A. DETACHMENT**

1. Detachment will hold original contract.
2. Detachment will secure hotel deposit upon proper notification (Deposit will be returned to Detachment)
3. Detachment will pay for rifle shoot trophies.
4. Detachment to notify Host of number of guest rooms and type of rooms needed no later than 45 days prior to Convention.
5. Detachment will **provide** and **pay** for Liability Insurance for the Convention.

Date \_\_\_\_\_

X: \_\_\_\_\_

Current Detachment Commander

**HOST SQUADRON(S) OR DISTRICT -WILL RECEIVE \$2,500.00 START UP FUNDS FOR HOSTING CONVENTION.**

**A. SQUADRON(S)/DISTRICT**

1. Squadron(s)/District will set up Convention at Hotel of their choice and submit location prior to contract signing.
  - a) Set up room rates will be presented prior to contract signing.
  - b) Set room for Convention meeting, must accommodate at least 350 people for Friday through Sunday.
  - c) Set up room for D.E.C. meeting for Friday and Sunday. Must accommodate at least 50 people.
  - d) Set up room or make accommodations for the Past Detachment Commanders breakfast on Sunday for approx. 25 people. Host will pay for the meal of Past Detachment Commanders from the \$2,500.00 startup funds provided.
  - e) Set up a room for Rifle Shoot on Saturday afternoon. Must be at least 30' long x 24' wide. If a room is not available, please contact the Americanism Chairman, as an outdoor location may be acceptable.
  - f) Secure room(s) for Honored Guests of Detachment. Number of rooms and type of room will be notified by Detachment. Host will pay for any "HONORED GUESTS" room from the startup funds received up to three (3) rooms. There will be NO registration fee charged for Detachment guests.
  - g) Allow for extended checkout time for Sunday no later than 3:00pm.
2. Squadron(s)/District will set up registration
  - a) Notification of registration and all activities for the Convention must be published at three months prior to Convention. Notification must be sent to the Detachment Adjutant for distribution.
  - b) Squadron(s)/District will DESIGN and order Convention pins as HOST and will report to Detachment in writing that pins and prizes are either bought or on order 45 day prior to Convention with a guaranteed delivery by Convention date.
  - c) Host Squadron(s)/District will be responsible for the people to do registration of Delegates and Guests and all the activities conducted at the convention.
3. Squadron(s)/District will set up games for Saturday picnic and purchase awards for these events.
4. Squadron(s)/District will host a picnic on Saturday at a cost of \$\_\_\_\_\_.
5. Squadron(s)/District may do an advertisement handbook for the Detachment Convention with the profit to go to the Host Squadron(s)/District.
6. Host Squadron(s)/District will supply information packets for Convention.
7. Location of picnic and all games will be \_\_\_\_\_.

Squadron(s)/ District Host is \_\_\_\_\_

Date \_\_\_\_\_

X: \_\_\_\_\_

Host Squadron Commander/District Commander or Committee Chairman

**B. AMERICANISM**

1. Americanism Chairman will be responsible for all rifle shoot activities including supplies, ordering trophies and having peoples available to put on the shoot. (Detachment will cover cost of trophies and supplies).

Date \_\_\_\_\_

X: \_\_\_\_\_

Americanism Chairman

**C. COST**

1. **Pins and prizes awarded will come out of registration fees**
2. **Cost of Registration will be \$15.00 per person which the HOST Squadron(s)/District will receive**
3. **Room rate will not exceed \$99.00 per night**