

**SONS OF THE AMERICAN LEGION
DETACHMENT OF MICHIGAN**
212 N. Verlinden – Lansing, MI 48915 – Phone – 517-371-4720

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 Guests 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 \$1000.00 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 \$1000.00 start up funds provided.**
 - e) Set up a room for Rifle Shoot on Saturday afternoon. **Must be at least 30' long x 24' wide.**
 - 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 start up 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 Guest's 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 \$10.00 per person which the HOST Squadron(s)/District will receive**
3. **Room rate will not exceed \$99.00 per night**