

## THANK YOU FOR SHOWING INTEREST IN HOSTING AN S.A.L. DETACHMENT CONVENTION.

Before you make a bid on a year to host, please read the following.

### Important Questions for Hotel and Event Venue

1. Is the first full weekend in June available for the year you want to host?
2. The cost of rooms. Options - Double, King and Suite's.
3. Do they allow late checkout on Sunday? No later than 3pm.
4. How many rooms can they BLOCK for the Convention? Average rooms needed are 75-80.
  - Deadline to Reserve?
5. Do they have room for our Convention Meetings? Approx. 150 people.
  - Sound Equipment?
  - Video Equipment for Detachment Memorial?
  - Stage? (Not required but nice to have)
6. Do they have a room for the Past Commanders breakfast on Sunday?
7. Do they have a place to setup Registration?
8. Can they Comp 3/4 rooms for honorary guests? (Dept. Commander and President, National Guests)
9. Do they have areas available for Meet and Greets?
10. Do they have space for the Picnic and Rifle Shoot?
  - Rifle Shoot - 30' long x 24' wide or an outdoor location that could be used? (Have available tables and chairs.) (3-hour long activity.) (The Detachment Americanism Chairman will do the Rifle Shoot set-up.)
11. If the hotel does not have space for the Convention meeting, Picnic or Rifle Shoot, or breakfast how about another location nearby?
  - (American Legion, Event Hall, Eagles, VFW, etc..)

### CONVENTION WEEKEND SCHEDULE

Friday	Saturday	Sunday
Registration, 2pm - 6pm DEC 5, 5pm Convention, 6pm - 8pm	Registration, 7:30am - 9am Convention, 9am - 12/1pm Picnic, 1:30pm - 5pm Rifle Shoot, 2pm - 4pm Meet and Greets, 5pm - 7pm	Past Commanders Breakfast - 7:30am - 8:30am Registration, 8am - 9am Convention, 9am - 12/1pm DEC 1, to follow out by 2pm

Times subject to change. Please work with Detachment Adjutant on schedule changes.

**(Remember: Get all answers in writing.)**

### Submit Bid/Contract to the Detachment Adjutant

After the Detachment Executive Committee (D.E.C.) or Convention Body votes if you can host the convention, 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 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 and supplies.
4. Detachment to notify Host of number of honored 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(S) - WILL RECEIVE \$2,500.00 STARTUP FUNDS FOR HOSTING CONVENTION.

- Host will setup Convention at Hotel or Event Venue of their choice and submit location prior to contract signing.
  - Room rates will be presented prior to contract signing and not should exceed \$99 per night. (Unless otherwise approved)
  - Set room for Convention and D.E.C meetings.
    - Must accommodate at least 50 for D.E.C. and 150 for Convention.
  - Setup room or make accommodations for the Past Detachment Commanders breakfast on Sunday for approx 25 people.
    - Host will pay for the meal from the \$2,500.00 startup funds provided.
  - Setup an area for Rifle Shoot on Saturday afternoon. Must be at least 30' long x 24' wide. If an area is not available, please contact the Americanism Chairman, as an outdoor location may be acceptable.
  - Secure rooms for honored guests of Detachment. (Standard is Dept Commander, President, and National Guest)
    - Host will pay for these rooms from the startup funds. There will be no registration charged for these guests.
- Host will setup registration. Cost of Registration will be \$15.00 per person which the host will receive.
  - Notification of registration and all activities for the Convention must be published at least three months prior to Convention. Notification must be sent to the Detachment Adjutant for distribution.
  - Host will design and order Convention pins and will report to Detachment Adjutant in writing that pins are either bought or on order 45 days prior to Convention with a guaranteed delivery by Convention date.
  - Host will be responsible for the people to do registration of Delegates and Guests and all the activities conducted at the convention.
- Host will provide a picnic on Saturday at a cost of \$\_\_\_\_\_.
- Location of picnic and all games will be \_\_\_\_\_.
- Host must provide a Convention information book that will at minimum provide an agenda and may sell advertisements with the profit to go to the Host.

Host is \_\_\_\_\_

Date: \_\_\_\_\_

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

Host Squadron Commander/District Commander or Committee Chairman

### AMERICANISM

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

Date: \_\_\_\_\_

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

Americanism Chairman