

## DEPARTMENT CONVENTION GENERAL INFORMATION

POST:

USE SEPARATE ACCOUNT TO KEEP TRACK OF REGISTRATION MONEY. DO NOT USE THE POST GENERAL ACCOUNT. THIS MONEY WILL ULTIMATELY BE SENT TO THE CONVENTION CORP TREASURER.

CALL AL ZDON (1-866-259-9163) ASK IF HE HAS A PRESS RELEASE TO USE FOR PUBLIC RELATIONS.

### GENERAL INFORMATION

- 1) HOST POST SHOULD SUBMIT A PROPOSED BUDGET. SEE THE ATTACHED COPY.
- 2) THE HOST POST PAYS FOR THE PROGRAM BOOKLET AND KEEPS THE REVENUES FROM THE SALE OF ANY ADVERTISEMENTS. THE DEPARTMENT WILL PAY FOR PART OF THE PRINTING COST BASED ON THE PERCENT OF THE TOTAL PAGES USED.
- 3) THE COST FOR THE ADS PLACED IN THE BOOKLET IS DETERMINED BY THE HOST POST.
- 4) THERE IS AN AD AGENCY IN THE TWIN CITIES THAT SELLS ADS. CONTACT DEPARTMENT ADJUTANT FOR THE PHONE NUMBER. OR HIRE SOMEONE LOCALLY AND PAY THEM A COMMISSION.
- 5) REVENUE FROM POST FOOD SALES STAYS WITH THE POST.
- 6) THE AUTHORIZED PURCHASE OF BADGES, HOLDERS, REGISTRATION SUPPLIES AND MATERIAL USED FOR **THE CONVENTION IS PAID FOR BY THE CONVENTION CORPORATION, USING A VOUCHER. DO NOT USE THE REGISTRATION MONIES.** SEE ATTACHED VOUCHER FORM.
- 7) THE CONVENTION CORPORATION TREASURER WILL REIMBURSE AUTHORIZED EXPENDITURES USING THE VOUCHER PROVIDED. A RECORD OF EXPENSE IS KEPT BY THE TREASURER. THIS DETERMINES THE ACTUAL COST OF THE CONVENTION.
- 8) VOUCHER PAYMENTS ARE USED TO REIMBURSE FOR INDIVIDUAL PURCHASES. THESE MUST BE PRE-APPROVED BY THE LOCAL CONVENTION COMMITTEE.
- 9) THE CONVENTION CORPORATION PAYS FOR AND PROVIDES LIABILITY INSURANCE. A COPY WILL BE FURNISHED TO THE POST AND CONVENTION FACILITY.
- 10) PLACE AND REMOVE SIGNS FOR DIRECTIONS TO ROOMS AND MEETINGS.
- 11) EACH DISTRICT WILL FURNISH A TELLER FOR THE VOTING PROCESS.
- 12) GET GREETINGS TO BE USED FOR BOOKLET.
- 13) APPOINT A GENERAL CONVENTION CHAIRMAN.
- 14) APPOINT A REGISTRATION CHAIRMAN. A DATABASE TEMPLATE WILL BE FURNISHED.
- 15) THE TWO DEPARTMENT CHAPLAINS ARE IN CHARGE OF THE MEMORIAL SERVICE.

### PARADE

1. A REGISTRATION FORM MUST BE FILED WITH THE PARADE CHAIRMAN.
2. THE DISTRICTS MARCH IN ORDER OF MEMBERSHIP FINISH DETERMINED BY DEPARTMENT.
3. THE HOST DISTRICT MARCHES LAST, IRREGARDLESS OF ORDER OF FINISH IN MEMBERSHIP.
4. THE PARADE IS LIMITED TO THE AMERICAN LEGION FAMILY AND SPONSORED GROUPS.
5. ONLY A CURRENT CHARTERED POST OR THE DEPARTMENT MAY SPONSOR A GROUP THAT IS NOT PART OF THE AMERICAN LEGION FAMILY.
6. A SPONSORED GROUP MUST MARCH WITHIN THE DISTRICT OF THE POST THAT SPONSORS IT. THE POSITION WITHIN THE DISTRICT IS DETERMINED BY THE DISTRICT PARADE CHAIRMAN.
7. THE LOCAL PARADE CHAIRMAN SHOULD NOTIFY AREA SCHOOLS, FLOAT AND MARCHING UNITS.

APPROVED REGISTRATION HOURS

WEDNESDAY 2:00PM- 8:00 PM

THURSDAY AND FRIDAY 7:00 AM – 1:30PM

SATURDAY 7:00 AM – 9:00 AM

THE HOST MAY LENGTHEN BUT NOT REDUCE THESE HOURS.

HOTEL ACCOMODATIONS

- 1) THREE NIGHT RESEVATIONS SHOULD TAKE PRIORITY AT THE HOST HOTEL.
- 2) THOSE ATTENDING SHOULD MAKE THEIR OWN RESERVATION.
- 3) THE HOTEL WILL GIVE OUT CONFIRMATION NUMBERS TO THOSE RESERVING ROOMS.
- 4) CHECK ON SHUTTLE SERVICE TO OTHER AREA HOTELS ONCE THE HOST HOTEL IS FULL.