

DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE



CONVENTION / CONFERENCE PLANNING GUIDE

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September 2011, January 1, 2012)

DEPARTMENT OF FLORIDA MCL
CONVENTION/CONFERENCE PLANNING
GUIDE FOR SPONSORING ORGANIZATIONS

Ref: Chapter Three (Department of Florida Administrative Procedures)

Amended
6/11

INTRODUCTION: This Planning Guide for Sponsoring Detachments is intended to aid Detachments that may be interested in hosting a Department Conference. If a Detachment is interested in hosting a Conference but does not have the required facilities locally, please contact the Department Convention Committee; they may be able to help out. The contents of this guide will also apply when the Department is sponsoring an event. Official days for a Department Conference or the Department Convention shall be Friday and Saturday.

BIDDING PROCESS:

When to submit Bids:

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Conventions: The Department of Florida will Host the annual Department Convention in June within the Orlando area. The Department Commandant and Department Paymaster will sign the contract.

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Conferences: Department, Detachments or subsidiaries (MODD or Auxiliary) may host Department Conferences. Bids must be submitted 60 days prior to the next Conference or Convention. After the site inspection, the bid must be approved by a vote of the membership at the next Convention or Conference.

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Note:
Before any Convention or Conference contract can be signed, a copy of that contract must be sent to the Department Commandant and Judge Advocate, via US mail or email, for their review. Department Commandant shall approve all Convention and Conference contracts before they can be signed.

What to submit:

The Department Convention Committee / Conference Hosting Detachment shall submit in triplicate to the Department Adjutant a bid letter containing the following information:

1. Dates of Conference or Convention.

Note:

Conventions must be held during the first two weekends of June. Spring Conference must be either the last weekend of March or the first weekend of April. The Fall Conference held any weekend during October.

2. Location.
3. Number of sleeping rooms available (Ref: Chapter Three Sec. 300 Dept Administrative Procedures)
4. Room Rates, also are the rates good a couple days before and after the event.

5. Diagram of meeting facilities, with available meeting room information.
6. Banquet Menu.
7. Banquet price for attendees.
8. Names of volunteers working the event.
9. Date of site inspection

COORDINATION BETWEEN SPONSORING ORGANIZATIONS:

a. The Sponsoring Detachment Commandant, for conference, will make every effort to accommodate and coordinate the needs and requirements of the Department Commandant and Staff. The Detachment Commandant will appoint a Coordination Committee consisting of approximately four (4) members of the Detachment to insure that scheduling accommodates the membership and that necessary administrative supplies, suitable facilities and equipment are available for use by the Department Staff and the Registration and Credentials Committee. The Coordination Committee will insure that Department Officers are kept advised and that:

- (1) Suitable space is provided to accommodate uninterrupted conduct of the Registration and Credentials Committee in performing its duties.
- (2) Tables, chairs, necessary forms, basic “cash change bank”, pencils/pens, tickets as appropriate, literature pertaining to facilities and maps of the area are readily available.
- (3) Duplicating equipment is reasonably available.
- (4) Ship's Stores.

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b. The Host will provide space for the Department Quartermaster to set up the Department Ship's Store This space will be provided for the duration of the event.

c. The Department Sgt-at-Arms, assisted by the Sponsoring Detachment’s Sgt-at-Arms and such assistance as may be requested, will insure that the meeting places are arranged, electrical outlets available, communications systems in working order, color stands are in position as outlined in the “Ritual” to the extent possible, and that names and contact referencing of the host facility are at hand to resolve any additional requirements.

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d. Sponsoring Committee Chairman and/or Adjutant or subsidiary equivalent will be available to assist the Department Staff.

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e. The Sponsoring Department, Detachment or subsidiary will provide complimentary accommodations for the Department Commandant, President of the Department Auxiliary and for a dignitary, as assigned by the Department Commandant.

WHAT IS NEXT: Now that your Detachment has been awarded the Conference, you must put together an information package. (Refer to Conference or Convention schedule before printing, distributing and posting). After final approval, for best results this package should be sent out to every Department Officer, Detachment Commandant, Pack Leader MODD, Department Auxiliary Officers as well as every Auxiliary Unit President.

The packages for Conventions should be mailed out at least 5 months prior to the scheduled Convention. Packages for conferences should be out at least 4 months prior to the scheduled Conference. A package should be forwarded, via email if possible as a word or PDF file, to the

Webmaster, so it can be placed on the Department Web Site. Department and Detachment rosters are available on the Web Site.

Your package should include:

Cover Letter: (Refer to Sample 1) The cover letter should include a Welcome Message, Dates of the event, Location of the site, any activities that will take place during the event, Room Rates, How to make Reservations, Banquet Menu and the Cost.

Conference or Convention Schedule: (Refer to Sample 2) This schedule should include times, dates and location of the meeting and other activities. It should be noted that before the schedule is printed, distributed, or posted, a copy shall be sent to the following personnel for additions, changes, and approval to the schedule:

Department of Florida, Commandant
Department of Florida, Auxiliary President
Department of Florida, Worthy Pack Leader, MODD

Note: Department of Florida Commandant must give the FINAL APPROVAL before printing, distribution, and posting.

Order Form for Program ads: This form should include the size of the program, ad sizes, and ad prices. In addition include, where and when the check and ad must be received to get into the program book. All program book ads may be sent by e-mail if host detachment has e-mail address. All ad copy must be camera ready or in PDF form. (Refer to Sample 3)

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Registration Forms for Conference: In an attempt to reduce paper the Attendance Fees and Banquet Orders have been combined on one page. Sample 4 is an example of the form that would be used for the League. Sample 5 is an example of the form that would be used for the Auxiliary. The Auxiliary will now take care of its own attendance fees.

Registration Forms for Conventions: Registration Forms for Conventions will be placed in the information packages prior to mailing.

Note: Conference and Convention forms will provide the address where the Delegate or attendance Fees, Banquet Orders and Program Ads will be forwarded.

Registration Forms in General: As you can see Registration Fees, whether attendance or Delegate, not paid 15 days in advance of the event are considered late and the registration fee will be \$6.00. With Delegates, time is required to determine eligible voting strength allowed. It is very important that the Registration Committee receive the Delegate Registration Forms as soon as possible.

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Convention Delegate Fees: Registration / Delegate Fees and Banquet Order Fees paid in advance, as well as those paid at the convention and Ads Fees for Convention Program Book, will be collected by the Department Paymaster. The Paymaster shall provide to Convention Committee the number Banquet Orders with meal(s) selected and the Convention Program Book Ad Information. Department Paymaster shall also

provide the Credentials Chairman with listings of Registration names and titles by Detachment / Department / National.

Streamers and Ribbons: The Department will provide streamers for Detachment flags, Delegate ribbons and badges for all conventions.

GENERAL INFORMATION:

Banquet:

Our Saturday evening Banquets are considered a formal event. Although some Leaguers who pay to attend the banquet may not have the Marine Corps Formal Wear, they could wear a coat and tie. However, if the Leaguer has neither they will not be denied attendance to the Banquet wearing Uniform Undress long or short sleeve. If at all possible, the banquet should be a sit down affair, not buffet. Both a Beef and Chicken or fish entrée should be offered. The cost should be kept as reasonable as possible but should still allow the Host Detachment to make a few dollars.

Refreshment Center (AKA Hospitality Suite):

How do the attendees pay for drinks? Usually tickets are sold, that are exchanged for drinks. Some Detachments have taken cash for drinks but this would depend on local ordinances. Of course, you may choose to take donations for drinks, which is not the best way if the Host Detachment wishes to make any money. The Host Detachment may use any method they wish.

Special Guests at Conventions or Conferences:

If the Department of Florida invites a VIP Guest the Department is responsible for all accommodations. Special Guests invited by the Host Detachment refer to, (Chapter Three Sec. 315 Dept Administrative Procedures) for additional requirements.

Special Event Liability:

One thing you must realize, the general liability coverage provided by National has liquor exclusion. Sometimes your site Hotel may require some General Liability coverage that does not exclude liquor if liquor is being served (Refreshment Center) by the Host Detachment. If your Detachment is incorporated individual members of the Detachment are somewhat protected. If the Hotel requires liquor liability or the Host Detachment would like to have it, Special Event Liquor Liability coverage is available.

Financial Reporting:

The Host organization of a Conference/Convention shall submit a Financial Report to the Department Conference/Convention Chairman no later than 45 days following the event. The report should contain a Statement certifying that all bills have been paid, a statement certifying that all required fees have been forwarded to the Department Paymaster. *Reference Section 310 Department Administrative Procedures. Also identify any problems encountered and how they were resolved.

Added
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SAMPLE 1

DEPARTMENT OF FLORIDA
MARINE CORPS LEAGUE
(TYPE OF EVENT) *

HOST DETACHMENT
BELLEAU WOOD DETACHMENT #1313 INC.
MARINE CORPS LEAGUE MARINE
TOWN, FLORIDA

- i.e. SPRING CONFERENCE
FALL CONFERENCE
Or ANNUAL CONVENTION

Date: _____

To: All Department of Florida Staff Members, and MCLA Department Officers, Detachment Commandants, MCLA Unit Presidents, Florida Pack MODD Officers, MODD Pound Keepers, MODD Pound Members, MCL Detachment Members, and MCLA Unit Members.

The Belleau Wood Detachment #1313 takes great pleasure inviting each and all to attend the Department of Florida (Type of event) (Date) to be held at the (Location of the event). During the event, host members will be selling 50/50 Cash Raffle Tickets, drawing to be held during the Banquet. The Refreshment Center (AKA: Hospitality Suite) will be open throughout the event in (Location), check the enclosed schedule for times. Tickets will be ____ each; beer, wine, and mixed drinks will be ____ tickets. Soft Drinks will be ____ tickets.

INFORMATION

Location:

Room Rates:

Reservations:

Banquet Cost & Menu:

Semper Fidelis,
Your Host Commandant
John Paul Jones

SAMPLE 1

SAMPLE 2

BELLEAU WOOD DETACHMENT #1313 INC.
MARINE CORPS LEAGUE
MARINE TOWN, FLORIDA

CONFERENCE OR CONVENTION SCHEDULE

THURSDAY (DATE)

TIMES		LOCATION
	Any activities as per the Department Commandant's request	

FRIDAY (DATE)

TIMES		LOCATION
	REGISTRATION (MCL, MCLA and MODD) REFRESHMENT CENTER LEADERSHIP CLASS (Conference Only) COMMANDANT'S COUNCIL MARINE OF THE YEAR COMMITTEE MEETING (Convention) DEVIL DOG GROWL FLEA SCRATCH	

SATURDAY (DATE)

TIMES		LOCATION
0900-1000	REGISTRATION REFRESHMENTS JOINT MEETING MCL & MCLA MEMORIAL SERVICE MCL BUSINESS MEETING MCLA BUSINESS MEETING MCL & MCLA BUSINESS MEETINGS AS REQUIRED, REFRESHMENT CENTER OPEN AFTER BUSINESS MEETINGS ARE COMPLETED COCKTAILS CASH BAR	

REFRESHMENT CENTER WILL OPEN 15 MINUTES AFTER DINNER & PROGRAM AND WILL CLOSE AT 2400.

SUNDAY (DATE)

TIMES		LOCATION
	REFRESHMENT CENTER/COFFEE STAFF MEETINGS (DEPT/AUX/PACK) IF REQUESTED	

SAMPLE 3

BELLEAU WOOD DETACHMENT #1313 INC.
MARINE CORPS LEAGUE
MARINE TOWN, FLORIDA

CONFERENCE OR CONVENTION ADS FOR PROGRAM
EVENT (DATE)

Detachment Standard 8 1/2 X 11 Program Book Rates

Full Page -----\$100.00

Half Page -----\$50.00

Quarter Page -----\$25.00

Business Cards -----\$15.00

Detachment name and number: _____

Total Check Amount \$ _____

E-mail your ad no later then (date); mail your check to the address below.
E-mail to: (Host Detachment's e-mail address / Department's e-mail address)

Or mail your camera-ready ad and check prior to (date)

For Conference
To:
Paymaster
John Wayne
1521 Leatherneck Rd.
Old Marine, FL 0000

For Convention
To:
Paymaster
Dept of FL MCL
1234 Chesty Dr.
New Marine, FL 0000

Make checks payable to MCL (DETACHMENT NAME AND NUMBER) For conferences and to the (DEPARTMENT OF FLORIDA, MCL) for conventions.

If any questions call John Wayne @ 000-000-0000

SAMPLE 4

BELLEAU WOOD DETACHMENT #1313 INC.
MARINE CORPS LEAGUE
MARINE TOWN, FLORIDA

REGISTRATION FORM
ATTENDANCE OR DELEGATE FEE

NAMES _____

DETACHMENT _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

MCL MEMBER ATTENDANCE OR DELEGATE FEE (\$5.00 PER PERSON)

(After date) AND AT THE EVENT \$6.00)

MAKE YOUR CHECK PAYABLE TO (THE DEPT OR DET, USING THEIR NAME AND NUMBER) AND FORWARD TOP HALF OF FORM TO:

For Conference
To:
Paymaster
John Wayne
1521 Leatherneck Rd.
Old Marine, FL 0000

For Convention
To:
Paymaster
Dept of FL MCL
1234 Chesty Dr.
New Marine, FL 0000

BANQUET ORDER (INCLUDE PRICE HERE)

<u>NAMES</u>	<u>BEEF</u>	<u>CHICKEN</u>	<u>OTHER</u>
_____	()	()	()
_____	()	()	()
_____	()	()	()
_____	()	()	()

MAKE CHECK PAYABLE TO (DETACHMENT NAME AND NUMBER)
CHECKS NEED TO BE RECEIVED PRIOR TO (DATE). FORWARD YOUR CHECK AND
BOTTOM HALF OF FORM TO THE ADDRESS ABOVE.

SAMPLE 5

BELLEAU WOOD DETACHMENT #1313 INC.
MARINE CORPS LEAGUE
MARINE TOWN, FLORIDA

MCL AUXILIARY REGISTRATION FORM
ATTENDANCE OR DELEGATE FEE

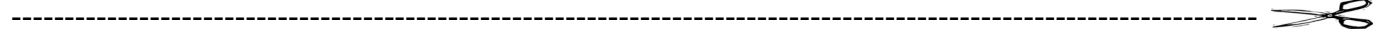
NAMES _____

MCLA UNIT NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

MCLA MEMBER ATTENDANCE OR DELEGATE FEE (\$5.00 PER PERSON)
MAKE YOUR CHECK PAYABLE TO THE BELLEAU WOOD DETACHMENT #1313
AND FORWARD TOP HALF OF FORM

To: Mary Smith Secretary / Treasurer
4700 He Sanh Lane
Old Marine, Fl 0000



BANQUET ORDER (INCLUDE PRICE HERE)

<u>NAMES</u>	<u>BEEF</u>	<u>CHICKEN</u>	<u>OTHER</u>
_____	()	()	()
_____	()	()	()
_____	()	()	()
_____	()	()	()

MAKE CHECK PAYABLE TO (DETACHMENT NAME AND NUMBER)
CHECKS NEED TO BE RECEIVED PRIOR TO (DATE). FORWARD YOUR CHECK AND
BOTTOM HALF OF FORM

For Conference
To:
Paymaster
John Wayne
1521 Leatherneck Rd.
Old Marine, FL 0000

SAMPLE 5

For Convention
To:
Paymaster
Dept of FL MCL
1234 Chesty Dr.
New Marine, FL 0000