

DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE



CONVENTION / CONFERENCE PLANNING GUIDE

Established: 11 June 2005
(Amended 17 Oct 2006, 19 June 2010, 6 July 2010, Oct 2010, March 2011, June 2011,
Oct 10, 2012, Jan 2015, May 2, 2015, February 4, 2016)

**QUICK STEPS TO FOLLOW WHEN HOLDING A CONVENTION OR
CONFERENCE**

MUST ADHERE TO PLANNING GUIDE

Administrative Procedures Chapter Three- Section 300

1. Obtain proposal from hotel involved
2. Meetings, banquet room. Must have enough space/seating for registrations, all meetings, AND events. Must have secured area for Ship's Store for MCL/MODD. ***Hotel rooms and meeting areas of the hotel must be ADA compliant with hotel rooms set aside for members with disabilities. (Hearing, sight, walking, motor cart accessible).***
3. Prepare and submit a conference bid to Dept. Adjutant, w/ copy to the Department Commandant
4. Must have a hotel inspection by Chairman Convention/Conference or designate
5. Presentation to MCL @ next convention/conference
6. After vote approval from Commandant/members obtain contract from the hotel.
7. BEFORE signing the contract you MUST have the final approval of the Department Commandant.
8. After the contract approval prepare a packet of greeting, meeting time/rooms schedule, banquet pricing, journal, events etc. (SEE samples for brochure)
9. Get schedule approval from Commandant, MODD Pack Leader, Dept. Aux. President, MCLA Rep. before printing the copies to be distributed.
10. Distribution of packet schedules to all MCL Dept. Staff Officers, Detachments, MODD Pack Staff, Pounds, Dept. Auxiliary Staff, all MCLA Units and Department Web Sgt. Copy to be displayed on Department of Florida website.
11. Rust Insurance (Non-alcohol Special Event) coverage if requested by hotel
12. HOTEL Set-up tables and area for Registration (MCL-MODD & MCLA)
13. MCL name/ID tags- need for 2 people –make contact with Credential Chairman.
14. Convention ONLY (Need for streamers)
15. Protocol-- Greet dignitaries (CHECK ON TIMES and Get hotel room KEYS) for Department Commandant, MCLA President, Guest Speaker/Invited Guests
16. Meeting room set-up. (Classroom and theatre style)
17. Welcome gift baskets in rooms for the above dignitaries
18. Detachment is responsible for publishing a journal, and the Hospitality Room.
19. After action financial report must be submitted after the completion of the Convention/Conference- Dept of Florida AP Section 310 Planning Guide

Amended
5/2015

**REMEMBER THIS IS A QUICK SET-UP REFERENCE FOR A
CONVENTION/CONFERENCE**

“You Must Refer To The Planning Guide for detailed guidance”

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

Ref: Chapter Three (Department of Florida Administrative Procedures)

Amended
10/12

INTRODUCTION: This Planning Guide, for Sponsoring Detachments or subsidiaries (MODD or Auxiliary), is intended to aid those that may be interested in hosting a Department Conference. If a Detachment or subsidiary is interested in hosting a Conference, but does not have the required facilities locally, they may contact the Department Convention Chairman; he/she may be able to help out. The contents of this guide will also apply when the Department is sponsoring an event. The official days for a Department Conference or Convention shall be Friday and Saturday.

New
10/12

RULES GOVERNING THE CONDUCT OF BUSINESS BY HOSTS:

Detachments, MODD Pack or Pounds and Auxiliary Units of the Department of Florida, hosting Conventions or Conferences, shall not contract or permit vendors on the premise, and shall not enter into the promotion of goods, and/or sale of Marine Corps League uniform items, normally sold in the Department's Ship Store, without the explicit written permission of the Department of Florida Commandant.

BIDDING PROCESS:

When to submit Bids

Amended
1/15

Conventions: The Department of Florida will host the annual Department Convention in June within *Central Florida* (100 mile radius of Orlando). The Department Commandant and Department Paymaster will sign the contract.

Amended
10/12
2/16

- 1. Conferences (Fall and Spring):** Department, Detachments or subsidiaries (MODD or Auxiliary) may host Department Conferences. Bids for Sponsorship of the Fall Conference should be received prior to the scheduled Spring Conference of the current calendar year to be considered. Bids for Sponsorship of the Spring Conferences should be received prior to the Fall Conference of the current calendar year to be considered. All bids shall be voted on, by the membership present, at the said conference. A simple majority shall prevail.

Amended
10/12

Note: Before any contract can be signed with the hotel, a copy of the contract must be sent to the Department Commandant and Judge Advocate, via US mail or email, for their review. The hosting entity will then be authorized to execute the contract by the Department Commandant.

What to submit:

The hosting Detachment or subsidiary (MODD or Auxiliary) shall submit in triplicate to the Department Adutant a bid letter containing the following information:

1. Date of the Conference or Convention.

Note:

Amended
10/12

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

2. Location.
3. Number of sleeping rooms available (Ref: Chapter Three, section 300 of the Department 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 ORGANIZATION:

**Amended
10/12**

- a. The Sponsoring Detachment Commandant or subsidiary equivalent, will make every effort to accommodate and coordinate the needs and requirements of the Department Commandant and Staff. The hosting organization will appoint a Coordination Committee consisting of approximately four (4) members of their organization 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:

**Amended
10/12**

- b. The hosting organization 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 Host equivalent, 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, and any other assistance, as may be requested.

**Amended
10/12**

- d. Sponsoring Committee Chairman and/or a member of the committee, will be available to assist the Department Staff.
- e. The sponsoring Department, Detachment or subsidiary will provide complimentary accommodations for Department Commandant and President of the Department Auxiliary.

WHAT’S NEXT: Now that you have been awarded the Convention or 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, Dept Auxiliary Officer 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 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:

Amended
10/12

Department of Florida, Commandant
Department of Florida, Auxiliary President
Department of Florida, Worthy Pack Leader - MODD
Department of Florida, Madame Big Flea - MODDF

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

Order Form for Program Ads: (Refer to Sample 3) This form should include the Size of the Program, Ad sizes, and ad prices. Also where and when the check and ad must be received to get into the program. The Ads may be sent by e-mail, if Hosting organization has one. Camera Ready Ad Copy is required.

Amended
10/12

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 Department Auxiliary will now take care of its own attendance fees.

Registration Forms for Conventions:

Registration Forms for Conventions will be provided by the Convention Chairman. The chairman will forward a copy of the form by e-mail so it may be placed in the information packages prior to mailing. The Department will reimburse for the cost of printing the form. These forms will provide the address that the delegate fees and form will be forwarded to.

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.

Convention Delegate Fees:

Delegate fees will be collected by the Credentials Committee which will collect the delegates fees paid in advance as well as those paid at the convention.

Streamers and Ribbons:

Streamers for Detachment flags, Delegate ribbons and badges will be provided by the Department for conventions.

GENERAL INFORMATION

Banquet:

Amended
10/12,
5/15

Our Saturday evening Banquet, *at the Department of Florida Convention and Conferences, are considered formal events. The banquet attire will be the Casual Dress uniform for Marine Corps League members or Florida Casual Business Dress. (No shorts or sandals, for male members)* The dress code shall always be at the discretion of the Department Commandant. The banquet should be a sit down affair, not buffet. A beef and/or chicken entrée should be offered with a possible option of **fish or vegetarian selection, if possible**. The cost should be kept as reasonable as possible, but *it* should still allow the Host Detachment to **earn** a few dollars.

Refreshment Center (AKA Hospitality Suite):

Amended
10/12

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 wishes to make any money. The Host may use any method they wish.

Special Guests at Conventions or Conferences:

Amended
10/12

If the Department of Florida invites a VIP Guest for the convention, the Department is responsible for all accommodations and the banquet meal. Refer to section 315 of the Department Administrative Procedures for additional requirements. Special Guests accommodations and banquet meal, for a conference, shall be the responsibility of the inviting Department, Detachment, Auxiliary or Pack/Pound. Refer to section 315 of the Department Administrative Procedures for additional requirements.

Special Event Liability:

Amended
10/12

One thing you must realize is, that 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. If you are incorporated, individual members are somewhat protected. If the Hotel requires liquor liability or the Hosting organization would like to have it, Special Event Liquor Liability coverage is available.

Financial Reporting:

Amended
10/12

The Host organization of a Conference/Convention shall submit a Financial Report to the Department Conference/Convention Chairman no later than 15 days following the event. The report should contain a Statement certifying that all bills have been paid, and 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.

(SAMPLE 1)

DEPARTMENT OF FLORIDA
MARINE CORPS LEAGUE
(TYPE OF EVENT)

HOST ORGANIZATION
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, Detachment Commandants, MCLA
Department Officers, MCLA Unit Presidents, Florida Pack MODD Officers,
Pound Keepers, MCL Members and MCLA 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 members of the host Detachment 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 50 cents
each, beer, wine and mixed drinks will be 3 tickets. Soft Drinks will be 2 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

Any Activities As Per The Department Commandant's Request

FRIDAY (DATE)

TIMES

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

SATURDAY (DATE)

TIMES

REFRESHMENTS/REGISTRATION LOCATION
JOINT MEETING MCL & MCLA
MEMORIAL SERVICE
MCL BUSINESS MEETING
MCLA BUSINESS MEETING
1300-1500 MCL & MCLA BUSINESS MEETINGS
AS REQUIRED, REFRESHMENT CENTER
OPEN AFTER BUSINESS MEETINGS ARE
COMPLETED
1800-1900 COCKTAILS CASH BAR
1900- DINNER & PROGRAM
REFRESHMENT CENTER WILL OPEN 15
MINUTES AFTER DINNER & PROGRAM
AND CLOSE AT 2400

TIMES

SUNDAY (DATE)

LOCATION

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

(SAMPLE 2)

(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 _____

Total Check Amount \$ _____

E-mail your ad no later then (date); mail your check to the address below.
E-mail to: (host detachment e-mail address)

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

To: John Wayne
1521 Leatherneck Rd
Old Marine, Fl. 34444

Make checks payable to MCL Belleau Wood Detachment

If any questions call John @ 000-000-0000

(SAMPLE 3)

(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 BELLEAU WOOD
DETACHMENT #1313 AND FORWARD TOP HALF OF FORM TO:

John Wayne
1521 Leatherneck Rd.
Old Marine, Fl 34444

BANQUET ORDER (include price here)

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

MAKE CHECK PAYABLE TO BELLEAU WOOD DETACHMENT #1313. CHECKS
NEED TO BE RECEIVED PRIOR TO (DATE). FORWARD YOUR CHECK AND
BOTTOM HALF OF FORM TO THE ADDRESS ABOVE.

(SAMPLE 4)

(SAMPLE 5)

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

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 CHECK PAYABLE TO MCLA DEPT. OF FLORIDA, FORWARD YOUR CHECK AND TOP HALF OF FORM TO:

Mary Smith Secretary/ Treasurer
4700 Khe Sanh Lane
Old Marine, Fl 34499

BANQUET ORDER (INCLUDE PRICE)

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

MAKE YOUR BANQUET CHECK PAYABLE TO BELLEAU WOOD DETACHMENT #1313 CHECKS NEED TO BE RECEIVED PRIOR TO (DATE) FORWARD YOUR CHECK WITH BOTTOM HALF OF FORM TO:

John Wayne
1521 Leatherneck Rd.
Old Marine, Fl 34444

(SAMPLE 5)