

10TH DISTRICT SPRING AND FALL CONFERENCE GUIDELINES

SPRING CONFERENCE 3RD WEEKEND OF APRIL
FALL CONFERENCE 3RD WEEKEND OF SEPTEMBER

FACILITIES: (APPROXIMATE 125 DELEGATES)

WHEEL CHAIR ACCESSIBLE
SCHOOL, LEGION CLUB, CHURCHES, OTHER CIVIC ORGANIZATIONS
DESIGNATED AREA FOR 4 COMMITTEE MEETINGS

HOUSING:

MOTELS IN TOWN AND IN THE AREA
PRIVATE HOMES
CAMPING AREAS AND ELECTRICAL HOOK-UPS AVAILABLE

BANQUET: (SEATING FOR APPROX. 125 PEOPLE)

DATE: _____ TIME: _____ PLACE _____
GUEST SPEAKER (DISTRICT COMMANDER INVITES)
M.C. POST OBTAINS
MENU: _____ PRICE: _____
HEAD TABLE: 12 TO 16
DOOR PRIZES (OPTIONAL)
WHO SERVES? WHO CLEANS UP?
INVITE THE PUBLIC
DECORATIONS

MEMORIAL SERVICES:

DISTRICT CHAPLAIN SETS UP
LOUD SPEAKER (DISTRICT WILL PROVIDE)
LOCATION WITH FLAG POLE AND A BACKUP IF IT RAINS
INVITE ALL POSTS TO BRING THEIR COLORS
REQUEST DECEASED MEMBERS SINCE THE PREVIOUS CONFERENCE
MUSIC (BAND OR VOCAL)
TAP PLAYERS, AND FIRING SQUAD

REGISTRATION:

CREDENTIALS BOOK (DISTRICT COMMANDER PROVIDES)
AUTOMATIC DELEGATES
ALL PAST DISTRICT COMMANDERS
DISTRICT COMMANDER
3 DISTRICT VICE COMMANDERS
DISTRICT CHAPLAIN
8 COUNTY COMMANDERS
POST DELEGATES AND ALTERNATES
DISTRICT COMMANDER DETERMINES NUMBER OF DELEGATES
BY STATE REPORT 30 DAYS BEFORE THE STATE CONVENTION.
POST REQUESTS DELEGATE NAMES

NAME TAGS

PACKETS: KEY CHAINS ETC. BANKS, ANY LOCAL BUSINESS

DECORATIONS:

STREET, BUILDINGS, BANQUET TABLE, MEETINGS, LEGION

AGENDA:

SET-UP BY DISTRICT COMMANDER

PHOTOGRAPHY:

CAMERAS, VIDEO CAMERA, ETC.

POSTS PLEASE COMPLETE THIS SHEET AND RETURN BY _____

CONTACT PERSON: _____

POST: _____ CITY: _____

COUNTY: _____ PHONE #: _____

REGISTRATION: \$ _____ registration fee per delegate to be paid with this sheet or may be paid at door. PLEASE PRINT NAMES.

Delegates: _____ Alternates: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BANQUET: Please reserve _____ tickets for the banquet at \$ _____ per person. May be paid for and picked up at the registration table.

MEMORIAL: Please send a list of any deceased members since the _____ conference for the Memorial Service on Sunday. PLEASE PRINT NAMES.

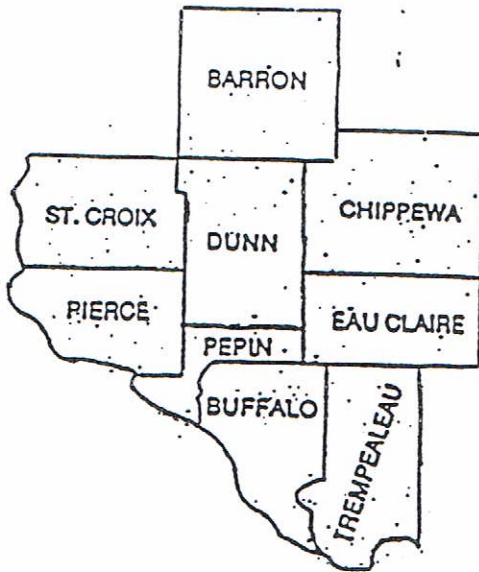
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RETURN TO:



10th District Spring Conference Publication

ADVERTISING ORDER



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(circle one)	

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*Thank You For
Your Participation*