

## **HOSTING A STAFF CONFERENCE / CONVENTION**

### **BACKGROUND:**

Department Bylaws Section 112 states that the Department will hold one convention each year in the month of June, preferably in the first two weeks. This allows for reports to get in by the 30<sup>th</sup> of June end of the fiscal year. And two staff conferences, one in the month of October and one in the month of March.

### **GOALS:**

- Department Commandant ensures that Department staff and Detachments receive information and knowledge from what has been passed down from National at Quin, Mid-Winter, and the National Conventions.
- To make all members aware of current Department and National programs and priorities.
- Provide the opportunity for all Detachment and Department Staff to discuss matters of mutual interest, share problems and concerns, problem solving methods, successful fundraising ideas, recruitment strategies, etc. To this end, detachments are encouraged to place items of sufficient importance on the agenda by providing it to the department Adjutant with sufficient lead time and justification.

### **WHY HOST A STAFF CONFERENCE:**

- Show off your community to fellow League members.
- Make your community more aware of your presence and existence and what you do by putting information into your local newspaper or on local television or radio.
- Assists with recruiting and Detachment programs.

### **WHEN SHOULD YOU REQUEST TO HOST?**

- The Department likes to schedule meetings two years in advance. When planning to host, be sure to consider things such as weather,

other town functions, spring training and any other event that can impact hotel availability and cost.

### **WHAT SHOULD BE DONE WELL IN ADVANCE?**

- Lock in the hotel, and meeting spaces. Be sure to stay in contact with the Department Adjutant to determine what is needed for meetings. Try to keep
- Hotel cost down under \$100.00 a night where possible. For a conference, you should reserve 30 to 35 rooms. **Be sure the contract allows you to release the rooms at a certain cut off date prior to the conference if the rooms do not book.** You do not want to have to pay for the rooms that do not get reserved.
- If the hotel has a restaurant, make sure they intend to have extra staff to accommodate the conference attendees.
- Ask if there can be early check-in for 12-15 rooms for the early meetings on Fridays.

Department and Detachment staff traveling distances that have meetings commencing at 1300 hours appreciate being able to check in at 1200 noon. Coordinate with the Department Adjutant as to who would use these rooms.

- Coordinate with the Department Adjutant before making commitments to anyone to be added to the agenda to speak or make a presentation. These must be cleared with the Department Commandant, excluding “Opening Ceremonies”.
- Send all hotel information to the Department Adjutant at least 60 days out from the first day of Conference or Convention.
- Remember the protocol, you make the reservations and pay for the room for the Department Commandant. If there are any dinners planned, it is appropriate to pay the Commandant’s costs for those too.
- Be sure the hotel will allow the Hospitality Room and will not have a problem with you bringing in the alcohol and the snacks. Stress there will be **NO SALE OF ALCOHOL OR SNACKS.** **You can put out a donation jar.**

- Start six months out collecting donated alcohol, and non-alcoholic beverages and snacks so you will not have as much expense at the start of the Conference or Convention.
- If meetings will be held away from the hotel, be sure to have maps made up and that there is ample parking.
- Decide whether you want to hold a Friday dinner or a Saturday lunch. But keep in mind that on Fridays our Military order of the Devil Dogs uses a room for the Arizona Pack Growl. On Friday nights commencing 6:00 to 6:30 for Advancements and 1900 to around 2100 for main Growl. With meetings sometimes running late you may want to provide a list of local restaurants around the hotel that they can take in on their own. And ask them if they can provide discounts for the Department members coming into their establishment wearing Marine Shirts and hats asking for the discount as attendees of the Conference or Convention.
- Arrange with a local politician or County Supervisor to welcome attendees, Saturday General meeting for 10 -15 minutes. Normally they provide a Proclamation to the hosting Detachment /Department During the opening ceremonies.
- Remember your Color Guard and Guest Speaker start the meeting on Saturday at 0900 Hours sharp. So have your guest speakers there at least 15 minutes prior to the start of the meeting which starts with the Color Guard Posting Colors.
- If you are going to hold raffles, begin collecting prizes at least three months before the meeting dates to make things easier for your detachment committee. Keep the cost of tickets reasonable and you will make the most in the raffle.
- At least 30-days out, establish a list of required tasks and who is going to be responsible for them. Tasks to consider are Check-In table, Hospitality room, Raffle ticket sales and Color Guard, Marines to run errands and greet attendees. The Conference or Convention planning committee Chair should stay available and at the hotel to supervise, trouble-shoot, greet attendees, etc. and any last-minute changes that may be needed.

- Provide a contact name, email, and phone number to the department Commandant and the Adjutant, 30 days out. This should be the Conference / Convention Chair or their designee who has the authority to make decisions. This is to coordinate meeting room set-ups, any additional meetings that need to occur and any last-minute changes that may be needed.
- Conference / Convention Chair remember to file with Rust Insurance. when planning to host 60 days from opening of the event.

- **QUESTIONS / OR ARE YOU READY TO HOST?**

Contact the Department Adjutant, Frank (Gunny) Alger at 1-480-570-4032, email at [adjutantdeptofaz@gmail.com](mailto:adjutantdeptofaz@gmail.com)

Or Contact the Department Commandant at Roger Smith at 1-520-282-1727, email at [roger.nighthawk72@hotmail.com](mailto:roger.nighthawk72@hotmail.com)