



Southeast Division

THE MAGNIFICENT SEVEN



CONFERENCE
PLANNING GUIDE
FOR
HOSTING ORGANIZATIONS

April 1, 2013

INTRODUCTION: This Planning Guide for Sponsoring organizations is intended to aid Departments, Detachments and subsidiary organizations that may be interested in hosting a Division Conference.

BIDDING PROCESS:

When to submit Bids:

Departments, Detachments or subsidiaries (MODD or Auxiliary) may host a Division Conference. Bids, complete with all details, must be submitted to the Division Vice Commandant, with copy to the Division Adjutant prior to the opening of the current year's Conference. The bid must be approved by a vote of the membership at the Conference.

Note:

Before any Conference contract can be signed, a copy of that contract must be sent to the Division Vice Commandant, via US mail or email, for his/her review. Division Vice Commandant shall approve all Conference contracts before they can be signed.

What to submit:

The Conference Hosting Committee shall submit in triplicate to the Division Adjutant a bid letter containing the following information:

1. Dates of Conference.

Note:

Conference must be held during the month of March.

2. Location.
3. Number of sleeping rooms available
4. How many handicapped accessible rooms are available
5. Room Rates, also are the rates good a couple days before and after the event.
6. Diagram of meeting facilities, with available meeting room information.
7. Banquet Menu.
8. Banquet price for attendees.
9. Names of volunteers working the event.
10. Date of site inspection

COORDINATION BETWEEN SPONSORING ORGANIZATIONS:

a. The Sponsoring organization's Commandant or equivalent will make every effort to accommodate and coordinate the needs and requirements of the Division Vice Commandant and Staff. The hosting organization Commandant or subsidiary equivalent will appoint a Coordination Committee consisting of approximately four (4) members of that organization to insure that scheduling accommodates the membership and that necessary administrative supplies, suitable facilities and equipment are available for use by the Division Staff and the Registration Committee. The Coordination Committee will insure that Division Officers are kept advised and that:

- (1) Suitable space is provided to accommodate uninterrupted conduct of the Registration Committee in performing its duties.

- (2) Tables, chairs, pencils/pens, literature pertaining to facilities and maps of the area are readily available.
- (3) Duplicating equipment is reasonably available.
- (4) Ship's Stores.

b. The Division Sgt-at-Arms, assisted by the Sponsoring organization'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.

d. Sponsoring Committee Chairperson will be available to assist the Division Staff.

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

WHAT IS NEXT: Now that your Department, Detachment or subsidiary organization has been awarded the Conference, you must put together an information packet. After final approval, a hard copy of this packet shall be mailed out to every Department Commandant, Detachment Commandant, Pack Leaders MODD and Department Auxiliary Presidents at least four (4) months prior to the conference.

Note: Division Vice Commandant must give the FINAL APPROVAL before printing, distribution, and posting.

Conference packets should be out at least 4 months prior to the scheduled Conference. A packet should be forwarded via email, if possible, as a word or PDF file to the Division Webmaster so it can be posted on the Division Web Site.

Your packet 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 Cost of meal.

Conference 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:

- Division Vice Commandant
- Division MCLA Vice President
- Division Chief Devil Dog, MODD

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

the conference, names of past division commandants, list of past SE Division Marine of the Year (Carter) Award recipients and a letter from the Division Vice Commandant shall be included in the program book.

Registration Forms for Conference: In an attempt to reduce paper the Attendance Fees and Banquet Order forms have been combined on one page. Sample 4 is an example of the form that would be used.

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

Registration Forms: Attendance fee will be \$10.00.

Nametags: The hosting organization shall provide Nametags for attendees.

Streamers and Ribbons: The Division shall provide streamers for Departments and Detachment flags. All departments and detachments that plan on exhibiting their colors at the conference, shall so state on the registration form so that adequate supplies may be requisitioned.

GENERAL INFORMATION:

Banquet:

The Saturday evening Banquets are considered a formal event. Although some Leaguers who pay to attend the banquet may not have the Marine Corps League's Formal Wear, they could wear the Casual Uniform (Red Blazer) of the MCL or a coat and tie. However, if the Leaguer has neither they will not be denied attendance to the Banquet if wearing the MCL Undress Uniform, long or short sleeve shirt. If at all possible, the banquet should be a sit down affair, not buffet. A minimum of two entrées should be offered. The cost should be kept as reasonable as possible, but should still allow the Host organization to make a few dollars.

Refreshment Center (AKA Hospitality Suite):

How do the attendees get liquid refreshments? Some hosting organizations have taken cash for drinks, but this would depend on local ordinances. The host organization may wish to take donations from each person obtaining a drink. Or, they may choose to solicit contributions from Departments, Detachments, Packs/Pounds and Auxiliary Units within the Division.

Special/Guest of Honor at Conferences:

The Division Vice Commandant or the hosting organization can invite a VIP Guest (Guest of Honor or Special Guest), but the DVC shall approve of the selection. Complimentary guest rooms, negotiated as part of the hotel contract, shall be assigned to the Division Vice Commandant and the Division Auxiliary President. The cost for all other rooms and banquet meals, for the invitee and his/her guest shall be the responsibility of the hosting organization.

Special Event Liability:

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 Organization. If your Detachment or subsidiary is incorporated individual members of the organization are somewhat protected. If the Hotel requires liquor liability or the Host Detachment/subsidiary would like to have it, Special Event Liquor Liability coverage is available at additional cost.

Financial Reporting:

The Host organization of a Conference shall submit a Financial Report to the Division Vice Commandant 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 Division Paymaster. Also identify any problems encountered and how they were resolved.

SAMPLE 1
SOUTHEAST DIVISION
MARINE CORPS LEAGUE
CONFERENCE

HOST ORGANIZATION
BELLEAU WOOD DETACHMENT #1313 INC.
MARINE CORPS LEAGUE MARINE
TOWN/CITY, STATE

Date: _____

To: SE Division Vice Commandant (Name), all SE Division Department Commandants, Members, MCLA Division Vice President, MCLA Dept and Unit Presidents, Division Vice Chief DD, Pack Officers, Pound Keepers, MCL Detachment Members, and MCLA Unit Members.

The Belleau Wood Detachment #1313 takes great pleasure inviting each and all to attend the Southeast Division Conference (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.

INFORMATION

Location:

Room Rates:

Reservations:

Banquet Cost & Menu:

Semper Fidelis,
Your Host Commandant or equivalent
John Paul Jones

SAMPLE 1

SAMPLE 2

BELLEAU WOOD DETACHMENT #1313 INC.
MARINE CORPS LEAGUE
MARINE TOWN, STATE
CONFERENCE SCHEDULE

THURSDAY (DATE)

<u>TIMES</u>	<u>ACTIVITY</u>	<u>LOCATION</u>
	Registration MCL/MCLA	
	MODD Registration	Dog House...
	Hospitality Room	
	Welcome Reception (If one is scheduled)	
	Commandants Council	

FRIDAY (DATE)

0700-	Breakfast	
	Registration MCL/MCLA	
	MODD Registration	Dog House...
0900	Joint Opening Ceremony, Memorial Service	
	Break before opening of business session	
1000	MCL Business Meeting	
1000	MCLA Business Meeting (If Auxiliary calls for meeting)	
1200-1300	LUNCH	
1300	MCL Business Meeting Continues	
1300	MCLA Business Meeting Continues (If Auxiliary calls for meeting)	
	Carter Award Society Meeting	
	Hospitality Room	
	MODD Growl	
	MCLA Flea Scratch (If one is called for)	

SATURDAY (DATE)

0700-	Breakfast	
	Registration	
0900-1200	MCL Business Meeting	
0900-1200	MCLA Business Meeting (If Auxiliary calls for meeting)	
1200-1300	LUCH	
1300-	MCL Business Meeting Continues/ Conference bids will be called for	
1300-	MCLA Business Meeting Continues (If Auxiliary calls for meeting)	
	Cocktail Hour	
	Banquet	
	Hospitality Room Open	

SUNDAY (DATE)

0700-	Breakfast	
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SAMPLE 2

SAMPLE 3

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

CONFERENCE ADS FOR PROGRAM
EVENT (DATE)

Detachment/Subsidiary 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 / E-mail address)

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

To:
Paymaster
John Wayne
1521 Leatherneck Rd.
Old Marine, State 0000

Make checks payable to the host organization: MCL/MCLA/MODD (ORGANIZATION'S NAME AND NUMBER).

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

SAMPLE 4

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

REGISTRATION FORM
ATTENDANCE FEE

NAMES _____

DETACHMENT _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

MCL MEMBER ATTENDANCE FEE (\$10.00 PER PERSON)

MAKE YOUR CHECK PAYABLE TO (THE HOST ORGANIZATION, USING THEIR NAME AND NUMBER) AND FORWARD FORM TO:

- STREAMERS WILL BE GIVEN TO DEPARTMENTS AND DETACHMENTS THAT DISPLAY THEIR COLORS. PLEASE INDICATE IF YOU WILL BE BRINGING YOUR COLORS BY CHECKING BOX: ()

To:

Paymaster
John Wayne
1521 Leatherneck Rd.
Old Marine, FL 0000

BANQUET ORDER (INCLUDE PRICE HERE) A MINIMUM OF TWO ENTRÉES SHOULD BE OFFERED

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

MAKE CHECK PAYABLE TO (ORGANIZATION'S NAME AND NUMBER)
CHECKS NEED TO BE RECEIVED PRIOR TO (DATE). FORWARD YOUR CHECK FORM TO THE ADDRESS ABOVE.