

# CONVENTION STANDARD OPERATING PROCEDURES

82<sup>ND</sup> AIRBORNE DIVISION ASSOCIATION, INC.



For Future Updated and Approved by the Board of Directors May 2020

# 82<sup>ND</sup> AIRBORNE DIVISION ASSOCIATION, INC.

## CONVENTION STANDING OPERATING PROCEDURE

### FORWARD

Definition: A set of instructions having the force of orders, covering those operations which lend themselves to a definite or standardized procedure without loss of effectiveness. These procedures are applicable unless prescribed otherwise for a particular case. Thus, the flexibility necessary in special situations is retained.

PURPOSE: To standardize requirements for Chapters bidding and hosting a Convention; a reference for the Convention Planning Committee in determining those minimum and maximum allowances permitted by proper authority.

RESPONSIBILITY: The immediate responsibility, in accordance with this Standing Operating Procedure (SOP) lies with the Host Chapter Convention Chairman. Any deviation from the SOP must be with the permission of the President, Executive Director, Secretary and Treasurer, of the 82<sup>nd</sup> Airborne Division Association, Inc.

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# 82<sup>nd</sup> Airborne Division Convention SOP

## ARTICLE I – Convention Bidding

1. A Convention Planning Committee will be appointed by the Association President each year. The President and Executive Director are the permanent members of this Committee. This Committee will review the bids submitted and in the event no bid is received, they will select proposed sites and coordinate with local Chapters to ensure host activity. Chapters are encouraged to submit bids to host the Annual Convention. Chapters considering hosting Conventions should contact the Executive Director for a copy of the Convention SOP. Previous Convention After-Action reports, are required to meet the following requirements:
  - a. Be a Chartered Chapter of the 82<sup>nd</sup> Airborne Division Association, Inc., for a period of one (1) full year, this to be computed from date of the issue date of present charter until date convention bid is submitted.
  - b. A formal bid for a convention should be made two (2) years in advance.
  - c. Bid for a convention must be submitted, in writing, on the attached Association Bid Forms, via email, to the Executive director of the Association before 30 April of the bidding year, as outlined in this SOP.
  - d. Bidding Chapters must make all reasonable efforts to obtain tax exempt status in their respective state (where applicable) or (if applicable) have an agreement in kind with the Chapter registered in the state who holds the afore mentioned tax exempt status.
  - e. If bid is a joint venture by more than one Chapter, a designated representative from each Chapter, with contact information, must be specified in the bid. Furthermore, only one Chapter representative will be permitted to present the bid for the Joint Venture.
  - f. When presenting their bid for a convention, the Host Chapter will also present a signed guarantee by the Hotel that all of the specifications outlined in the Hotel's proposal will be valid through a cutoff date subsequent to their presentation to the Board of Directors, with the understanding that such proposal is contingent on the decision of the board, and the bidding Chapter will in no way be liable if the proposal is not accepted. Further, included in the final contract will be a Force Majeure Clause provision, releasing both the Hotel and Host Chapter in event of a catastrophe or outbreak in hostilities.
2. The Convention Planning Committee's Representative will furnish the Board of Directors with the following information on each site to be considered:

- a. Proposed Convention Registration Fee.
- b. Name and location of proposed Convention Hotel.
- c. List of in-house and/or on premise facilities:
  1. Banquet accommodations – Minimum seating for 500 with 8-foot center aisle for color guard and head table for 20 (two-tier head table is acceptable). Audio-visual equipment is required. Overflow is authorized provided audio-visual equipment is installed, at no cost to the Host Chapter, which allows overflow personnel to see and hear head table activities.
  2. Meeting room accommodations – furnished at no cost to the Host Chapter as follows:
    - a. Chapter’/Officers’ Seminar – See Attachment 4.
    - b. Delegates’ Meeting – See Attachment 4-1
    - c. Directors’ Meeting and Delegate and Director Meeting – One U shaped table seating, with one microphone provided by Hotel at no cost. NOTE: The Directors’ meeting may continue on Saturday if agenda warrants. These two rooms (b and c) should adjoin with a sliding door in between to allow the first group (Delegates) to conduct their business, then the opening of the sliding door, allowing the Delegates’ group to become a part of the meeting with the Directors’ Group. If two adjacent rooms with sliding doors are not available, the room for the Board of Directors must be set up with adequate seating for the Delegates. See Attachments 4-1 and 4-2.
    - d. General Membership Meeting - One two tier head table on a 24 inch platform and 300 seats theater-style, with a microphone, table podium with lights and a projector screen and two 8 foot tables in the rear with two chairs each. See Attachment 4-3.
    - e. Old and New Directors Meeting – One U shaped table seating with one table podium (with light and microphone) provide by Hotel at no cost. Twenty (20) chairs along the wall for Past Presidents and other dignitaries attending the meeting. Ice water and cups should be provided on the tables. See Attachment 4-4
  3. Number of suites – Comprised of a bedroom with bathroom and king or queen-sized bed or two beds, plus a parlor with wet bar, television, sofa and easy chairs. Cost per

night plus tax. Hotel should provide three (3) complimentary suites for the Association President and the Executive Director.

4. Number of single rooms, cost per night plus tax.
  5. Number of double rooms, cost per night plus tax.
  6. Number of handicapped rooms, per night plus tax.
  7. Availability of a large room to be used by the Convention Committee executively as a Hospitality area set with tables for at least 400 persons where snacks and beverages can be brought in and no corkage will be charged and/or liquor and beer will be supplied at cost. Bartenders will be supplied by the Convention Committee.
  8. Availability of a large size room with approximately 750 square feet of floor space for use by the National Association/Host Chapter's Sales, 82<sup>nd</sup> Museum Sales and Association Historian. Preferably, this room should be in a viable high traffic area and have the capability to be secured when not in use.
  9. Parking space – furnished at no cost. Three (3) spaces reserved for VIP vehicles.
  10. Location of restaurants and shopping centers.
  11. Swimming pools.
  12. Distance from Fort Bragg and major cities.
  13. Closest military post/base.
  14. Closest Reserve or National Guard Armory or school, where the Division troopers can sleep, take baths and maintain their equipment (separate place within for approximately 25 female soldiers).
  15. Possible Drop Zone.
  16. Number and location of elevators, if appropriate.
  17. Transportation available from/to airport – provided by Hotel or listing of alternative modes and approximate cost.
- d. Hotel policy for the following:

1. Check cashing policy (personal checks, chapter checks and major credit cards honored).
  2. Check-in and check-out times – ample help to be on hand when needed so long lines do not develop Wednesday, Thursday and Sunday.
  3. Room rates – guaranteed a minimum of three (3) days prior and three (3) days after the Convention dates.
  4. Corkage fee – should be waived by Hotel.
  5. Parking fees – should be free to Hotel patrons.
  6. Facilities, equipment and material furnished at no charge for Convention business (complimentary rooms, meeting space, copying services, etc.). Hotel should agree to complimentary copying services. Five hundred copies at no charge and any additional copies at no more than 10 cents per page during the Convention week.
  7. Availability of unlimited free ice for Hospitality suites. (Main one and some others that Chapters will manage on their own, i.e.; Golden Brigade, 504 PIR Association, 325 GIR Association, 505 PIR Association).
- e. Assurance of availability of adequate quarters for Executive Director beginning with Monday of the Convention week.
  - f. List all other conventions booked at the Hotel during or immediately preceding and following the 82<sup>nd</sup> Airborne Division Association's convention.
  - g. Signed statement to the effect Chapter Chairperson and Convention Chairperson have read and are thoroughly familiar with and fully understand the Convention SOP.
  - h. Names of proposed Committee members, including the Convention Chairperson and Convention Treasurer. (A listing of Officers and Committee persons will be published and distributed no later than the Pre-Convention meeting in Feb/March/April/ of the Convention year. A Preliminary Convention Bidding Guide is attached. Guide should be submitted to the Executive Director no later than 30 April or as announced by the National Bulletin.
3. The Executive Director will:
    - a. Coordinate with the President and Convention Planning Committee and send a member to visit the Convention site/hotel with the proposed contract. Example of contract which

sets forth the minimum requirements of the Association as regards to facility and support is attached. The Hotel will be required to agree to a site inspection by an authorized representative of the Association and will furnish complimentary accommodations for that representative. The appropriate Hotel representative will be requested to sign the finalized contract prior to the Association's representative's departure. If the hotel fails to sign the contract, the bid is invalid. If the bid is selected, the Hotel should further agree to furnish:

- i. Complimentary accommodations to the Association's "Pre-Convention Planning Committee", i.e., three (3) double rooms for a period not to exceed four (4) nights, during the month of Feb/March/April/May, of the Convention year; if the Hotel is booked on the dates selected, the Association agrees to accept accommodations during this period in a nearby facility at no cost to the Association.

Recommendations concerning each bid will be prepared and submitted to the Executive Director by the end of June of the bidding year. Comparisons of all required information will be prepared by the Executive Director for each bid and will be part of the Directors' and Delegates' packages. Upon completion of the Convention Committee Representative presentation, bidding Chapter Representative(s) will have up to five (5) minutes to present and promote their proposed convention city/site. When the presentation is completed and any questions/concerns have been addressed, they will be excused from the meeting prior to the next bid being submitted. After the bid is presented, there is no second chance to change the bid. In other words, Chapter must make the best bid, as it is the only bid they will present.

- b. The National Representative will:
  1. Coordinate for site inspection and finalization.
  2. Representative will enhance, not renegotiate, the proposed contract.

#### ARTICLE II – Chapter(s) Convention Committee

1. Plan for, organize, and conduct a Convention at an approved site in accordance with this SOP.
2. Establish a Convention Fund account under the name: Convention Fund, 82<sup>nd</sup> Airborne Division Association, Inc.
3. Forward the Convention Budget to the Execution Director, for distribution to the Steering Committee, by February 15<sup>th</sup> of the Convention year.

4. Provide PARAGLIDE Editor with marketing material, Convention and Hotel Registration instruction for publication as a minimum, in the last three issues (Winter, Spring and Summer) of the PARAGLIDE prior to the Convention date. Copy of a strip map and all other publicity items must be provided at the Pre-Convention meeting in Feb/March/April, to the Executive Director for distribution throughout the Association and the Active Division.
5. Arrange for the Convention financial records to be send to the Executive Director as outlined in Article III, Section 6, of the 82<sup>nd</sup> Airborne Division Association By-Laws. The Convention financial records will be completed and forwarded to the Executive Director no later than ninety (90) days following the close of the Convention.
6. Be prepared to provide a Master of Ceremonies, Color Guard (four or six individuals), and one bugler, in appropriate military ceremonial dress, to perform duties/support for the Memorial Dinner (Friday) and the Airborne Heritage Banquet (Saturday). Additionally, an individual to light the candles. The primary responsibility for the final say on these individual's rests with the National Headquarters who will coordinate with the Active Division and the Host Chapter.
7. Provide a Chapter Delegation (the Chapter Chairperson and Chapter Convention Chairperson) to attend the 82<sup>nd</sup> Airborne Division Association Convention that immediately precedes the Convention they will host, and two Chapter members to All-American Week with the latest Convention publicity.
8. Plan for, develop, and conduct, the Convention Publicity Operation including the before, during, and after, Convention periods. Coordination, as necessary, shall be made with the Division Public Affairs Officer. Individuals responsible shall utilize the Association's Communications and Public Relations SOP, which reflects examples on how to deal with the media and newspapers.
9. Provide such support, not covered elsewhere in this SOP for Division troops as has been requested and approved by the Determining Committee prior to the Convention.
10. Provide support to the Executive Director on arrival, during the Convention and on Departure, for handling of Association property, records and meetings.
11. Plan for, coordinate, organize and conduct a Pre-Convention Meeting not later than Feb/March/April of the Convention year, at the Convention site, with the Executive Director, Planning Representative and Host Chapter Convention Chairperson. This meeting will be a Convention expense and funded by the Convention Committee. The Host Chapter Convention Chairman should be prepared to address items listed in the Convention Check List, See Attachment 6, and have scheduled appointments for visits with city officials (i.e., Mayor, Police Department, Public Affairs, City Convention Bureau, etc.) as, and if, appropriate. This meeting is to assist the Chapter.

12. Coordinate with Convention Hotel and provide all support, equipment and facilities required by the Association President, Executive Director and Chaplain for conduct of the National Headquarters and Chapter Representative Meeting, Memorial Dinner Final Banquet, General Membership Meeting and Director and Delegates meeting.
13. Assist where possible in the planning, coordination, and publicity between the 82<sup>nd</sup> Airborne Division and Host City. The Chapter should utilize the Association's communications and Public Relations SOP, which reflects examples on how to deal with the media and newspapers.
14. Sales of mementos, posters, souvenirs, etc., are the responsibility of the 82<sup>nd</sup> Airborne Division Association/Host Chapter. Only with the authorization of the 82<sup>nd</sup> Airborne Division Association will vendors/organizations be allowed to display and sell items at the Convention. These vendors/organizations are not authorized to sub-contract these sales to vendors for a percentage of fee. The Host Chapter will coordinate with the Convention Hotel to provide space and display tables.
15. Appoint as part of the Convention committee, a Public Affairs Officer who is knowledgeable and versatile enough to communicate with the news media without embarrassment to the Association or to the Active Division. This individual will closely coordinate with the Division PAO concerning the Division's comments.
16. Closely coordinate Veteran Regimental Hospitality Suites and Dinners, keeping in mind that ATTENDING PERSONNEL MUST BE MEMBERS OF THE ASSOCIATION AND MUST BE REGISTERED FOR THE CONVENTION. Provided these two provisions are met, Regimental Hospitality Suites and Dinners are authorized but payments for same will not be handled by the Host chapter(s). Veteran organizations requesting a Hospitality Suite or to host an activity during the Convention must contact the Executive Director in writing not later than 1 February of the Convention year. These will be separately billed and accounted for, and Convention funds will not be utilized to sponsor or subsidize Regimental Hospitality Suites and dinners in any way.
17. Plan for, coordinate, organize and conduct at a minimum, one specific activity for the partners (i.e., breakfast, luncheon, sightseeing tour, shopping trip, bingo, etc.); preferably on Friday or Saturday during the Delegates', Directors' and/or General Membership Meeting.
18. Request from the Hotel a list of licensed Child Care Centers that provide both short term and day/night care. This list should be published and made available to Conventioneers with small children.

19. Request from the Hotel a list of local companies that loan/rent wheelchairs and power scooters. Publicize this list and make it available to Conventioneers who have mobility concerns.
20. Set up a system with Hotels servicing the Convention to ensure rooms in those hotels are issued on a priority basis, with prepaid convention registrations being the first priority.

### ARTICLE III – Convention Registrations

1. Veteran Registrations:
  - a. The Convention Committee will keep good records of all funds collected and names of Convention registrant.
  - b. The Executive Director will receive a list of Convention registrations when requested from the Convention committee.
2. Delegate Registrations: Fees for Delegate Registrations will be forwarded to the Executive Director, by the Chapters, at the time the Delegate is certified. The registration form will be completed by the Executive Director and copies distributed by him to the Delegate's Chapter, the Convention Committee, and the Executive Director's file. A copy of the Agenda for the Board of Directors' meeting and the Delegate's badge and packet will be provided to the Delegate at the Convention.
3. Complimentary Registrations: The Executive Director will furnish complimentary registration names to the Convention Committee for the individual identified below:
  - a. Association President and spouse.
  - b. Association Executive Director and spouse.
  - c. Trooper-of-the-Year and spouse.
  - d. NCO-of-the-Year and spouse.
  - e. Jumpmaster-of-the-Year and spouse.
  - f. Such persons as requested by the Convention Committee and approved as a budget item by the Determining Committee (includes all speakers, guests, etc.).
4. The Host Chapter is responsible for Convention Registration at the Convention site. Each registrant will be provided a registration packet, which will include, at a minimum, a convention Program, a name tag, and an identification device for entry to Convention activities, and tickets

to the Memorial Dinner and the Airborne Heritage Banquet. Registration times will be posted on the website prior to Convention and posted at the Hotel in a visible location; the location should be visible or directional signs must be in place, starting in the Hotel lobby area.

5. Registration fees: Registration fees will be recommended by the Host Chapter and established by the Determining Committee, on advice of the Convention Committee, and submitted to the Board of Directors for approval at the time of the bid before the respective Convention is awarded. The fee will be established by adding the total anticipated cost of the Convention, including, but not limited to, cost of meals, beer, liquor, entertainment, hospitality suite or suites, complimentary rooms and suites, vehicle rentals, complimentary transportation, gifts, etc. A fair profit will be added. Divide this figure by the number of registrations expected and arrive at the registration fee. A \$25.00 registration fee will be added to those individuals that register after the Convention registration cutoff date is established as ten (10) days before the first day of the convention.

#### ARTICLE IV - Convention Program

1. The Convention will be a four (4) day program, to be held the second Wednesday, Thursday, Friday and Saturday in the month of August, with registration commencing at 1:00 pm, Wednesday.
2. The Convention Chairperson is responsible for liaison with the Executive Director of the Association for the format of the Convention Program. They will schedule all Director, Delegate and General Membership Meetings, as required.
3. The basic Program of the Convention will include, but will not be limited to, the following events:
  - a. Registration will commence Wednesday afternoon (1:00 pm) with Host Chapter Hospitality Suite(s) operating on Wednesday from 4:00 pm until 12 midnight, and during the hours 12 noon until 12 midnight on Thursday, Friday and Saturday, except during the Memorial Dinner, Final Banquet, General Membership Meeting and other organized convention activities as directed by the Determining Committee. Tip jars or other containers for tips/donations are prohibited in the hospitality suites.
  - b. Memorial Dinner on Friday (audio-visual equipment required).
  - c. Entertainment provided by the Host Chapter.
  - d. Airborne Heritage Banquet on Saturday (audio-visual equipment required).

- e. Light hors d'oeuvres (chips and dip, popcorn, pretzels, peanuts, relish tray) should be available throughout the Hospitality room(s) operating hours; with heavy ones (for example: chicken wings, thighs, baby spare ribs, hot dogs, pizza, sausages, ham cheese, bread, etc.) at least once each day in the Hospitality area: Thursday to be at 5:00 pm.
  - f. Director, Delegate and General Membership Meeting as required for the conduct of Association business. (Audio-visual equipment required).
  - g. Such other activities and entertainment as planned and provided by the Convention Chairman.
4. A directory board, listing location of all Hospitality Rooms and Convention activities will be posted in the Hotel lobby. Note: The Convention Committee will include activities during the Convention, such as sightseeing tours, athletic events, shopping tours, etc.
  5. Host Chapter is encouraged to publish a Convention Program whereas any profit or liability rest with the Chapter. Program should include, as a minimum, the Convention Schedule of Events, letters from the Association President, Commanding General and Host Chapter's Representative welcoming the conventioners. A brief biography and picture of the NCO, Jumpmaster-of-the-Year and Trooper-of-the- Year.

ARTICLE V - Publicity

1. Convention publicity is the responsibility of the Host Chapter Convention Committee, in coordination with the 82d Airborne Division's Public Affairs Office.
2. The Host Chapter will develop a publicity plan which includes before, during and after convention coverage. This plan will ensure the PARAGLIDE Editor is provided necessary and timely information for publication.
3. The Host Chapter will appoint a knowledgeable and versatile individual as the Convention Public Affairs Officer as a member of the Convention committee.

ARTICLE VI - Transportation

1. The actual cost of round-trip transportation, will be reimbursed as a Convention expense for the following:
  - a. NCO-of-the-Year and spouse.
  - b. Trooper-of-the-Year and spouse.

- c. Jumpmaster-of-the-Year and spouse.
- d. Guest speaker(s), if required and previously approved by the Steering committee.

ARTICLE VII - Complimentary Accommodations

1. Complimentary accommodations will be provided as required for the following:
  - a. Association President and spouse.
  - b. Association Executive Director and spouse (W/office space).
  - c. Trooper-of-the-Year and spouse.
  - d. NCO-of-the-Year and spouse.
  - e. Jumpmaster-of-the-Year and spouse.
  - f. Guest speaker(s).
  - g. Special Guest as approved by the Determining Committee.

ARTICLE VIII – Executive Director

1. Provide the Convention Committee with the requirements for all business meetings prior to the publication of the Convention Program. The agenda to be published.
2. Arrange for and transport records, colors and other Association property to and from the Convention site.
3. Recognize and procure gifts (if not already done at All American Week) for the Trooper-of-the-Year, Jumpmaster-of-the-Year, NCO-of-the-Year, Outgoing Association President, and Guest Speakers, if applicable, for presentation at the Final Banquet.
4. Prepare new Chapter Charters and Life Member cards for presentation at the Final Banquet.
5. Prepare Chapter and individual awards to be presented during the activities of the Convention.
6. Coordinate for the Master of Ceremonies, Color Guard, Bugler, Drummer and Candle Lighter for the Memorial Dinner (Friday) and Airborne Heritage Banquet (Saturday).

7. Supervise arrangements for flags, head table seating, reserved table seating for VIP's, Past Presidents and spouses, spouses of persons at the head table, special guests and new Chapter representatives receiving Chapter Charters.
8. Supervise arrangements (in coordination with Association Chaplain) for the Memorial Dinner.
9. Publish agendas for the Memorial Dinner, General Membership Meeting, and Final Banquet.
10. Provide voting ballots for General Membership Meeting.
11. Ensure the Association Honest Bond covering the Convention Chairperson, Convention Treasurer, and Executive Director for \$100,000.00, is in place.
12. Upon receipt of Convention financial records and After Action Report, the Executive Director will provide copies of each to the future Convention Chairpersons for the next two (2) conventions. Also, he will provide copies to any Chapters' Representatives who would like to make a bid for a future Convention.

#### ARTICLE IX - Determining Committee

The following persons shall determine the flexibility of terms stated herein, such as: adequate, required, consisting of, prescribed and limited amounts, etc.:

1. Association President
2. Executive Director
3. Convention Chairperson
4. Convention Planning Committee Chairperson

#### ARTICLE X- Finances/Audits

1. The President, the Executive Director, and the Treasurer, acting as a Steering Committee, shall have veto power over any of the Convention committee's anticipated expenditures, which will be set forth in budgetary form to the Steering Committee, on or before February 15<sup>th</sup> of the Convention year, including any budgetary changes made thereafter. In addition, the Steering Committee shall have the power to vacate the Convention site, if necessary, for good and sufficient reasons. No commission or finder's fee will be paid to any person, persons or organization.
2. The Steering Committee will make available, on justified request, an amount not to exceed \$2,000.00 as a loan to the Convention Host Chapter during its Convention year. The borrowed

amount would not accrue interest and would be advanced contingent on repayment from the proceeds of the Convention prior to profit allocation.

3. Within ninety (90) days after the completion of the Convention, the Host Chapter will forward the Convention funds and with a final check from the account or certified bank check from the bank for the entire amount of the profit; together with a check book, canceled checks and in property order all records of receipts and expenditures pertaining to the convention to the Executive Director. In turn the Executive Director and Association Treasurer will break down the profits and issue separate checks to the entities (Host Chapter, Educational Fund, Historical Society) as outlined below (paragraph 4) within 30 calendar days of receipt of afore mentioned check. Non-compliance with this requirement will subject the Host Chapter to a 10% penalty of the share of Convention proceeds as voted by a majority vote of the Determining Committee, the penalty reverting to the Association General Fund.
4. After all expenses of the Convention are paid, and if a profit remains, it will be divided forty-five percent (45%) to the Host Chapter, forty-five percent (45%) to the Association General Fund, and ten percent (10%) to the 82d Airborne Division Association Educational Fund, Inc. This includes interest accruing in the Convention account.
5. When the financial reports shows expenditures to have exceeded income of the Convention, the Host or sponsoring Chapter(s) may petition the Board of Directors, through the Executive Director, to pay the loss or part thereof which the Host or sponsoring Chapter is financially unable to pay; provided however, that the Host or sponsoring Chapter(s) shall reimburse the National Association in an amount equal to fifty percent (50%) of any payments made by the Association for such losses. A two-thirds majority vote of the Board is required for this action.
6. Non-compliance with this or any section of the Convention SOP shall result in the Steering Committee recommending to the Determining Committee that the Host Chapter be eliminated from bidding to host a Convention for a period of six (6) full years. Additional sanctions against the Host Chapter in the form of penalties of up to 15% of the Host Chapter's share of the profits may be imposed for non-compliance with the Convention SOP by a majority vote of the Determining committee. This penalty can be imposed over and above the 10% penalty for late submission of the Review Engagement.
7. ARTICLE XI – After-Action Report

Within 120 days after the close of the Convention, the Host Chapter will compile and forward to the Executive Director an After-Action Report of the Convention. Information to be developed and reported may include, but not be limited to:

1. Purpose
2. Role of the Convention Chairperson

3. General:
  - a. Initial Planning
  - b. Hotel coordination
  - c. Funding
4. Budget
5. Speakers
6. Committees:
  - a. Registration
  - b. Refreshment
  - c. Transportation
  - d. Hospitality suite
  - e. Tours
  - f. Entertainment
  - g. Rooms
7. Monthly Convention Planning report
8. Advertising:
  - a. STATIC LINE
  - b. Keeping chapters posted
  - c. PARAGLIDE news
9. Setting up dinners
  - a. Memorial dinner

- b. Airborne Heritage Banquet
  - c. Regimental Dinners
- 10. Military Support and Assistance
- 11. Advertising Program
- 12. Printing
  - a. Meal Tickets
  - b. Program book
  - c. Miscellaneous items
- 13. Convention Report
  - a. Number of Military registrations
  - b. Number of Veteran Registrations
  - c. Number of Delegates registrations
  - d. Number of free suites assigned
  - e. Numbered of suites operated and paid for by Chapters
  - f. Number of complimentary rooms
  - g. Rooms used:
    - i. Monday
    - ii. Tuesday
    - iii. Wednesday
    - iv. Thursday
    - v. Friday

- vi. Saturday
- vii. Sunday
- viii. Monday
- h. Room rates:
  - i. Single
  - ii. Double
  - iii. Parlor and 1-bedroom
  - iv. Parlor and 2 bedrooms
- i. Number of meals at Memorial dinner
- j. Number of meals at Airborne Heritage Banquet
- k. Number of meals at Ladies' Brunch (If Applicable)
- l. Cost per dinner (Memorial dinner)
- m. Cost per dinner (Airborne Heritage Banquet)
- n. Cost per Brunch (Ladies Brunch, if applicable)
- o. Amount and type of light hors d'oeuvres used in Host Chapter and other Chapter suites (furnished by Convention Committee). Be specific as to type and quantity served and used.
- p. Amount and type of heavy hors d'oeuvres used in Host Chapter and other Chapter suites (furnished by Convention Committee). Be specific as to type and quantity served and used.
- q. Number who attended Reunion Dinners (by Regiment).

## **ATTACHMENTS (Pre-Award)**

### **ATTACHMENT 1:**

#### **HELPFUL HINTS FOR CONVENTION BIDDING**

1. Visit the state, county and/or city Chamber of Commerce and the local Convention Bureau. These organizations can assist you with finding locations, transportation needs, name tags and other miscellaneous items. Be sure to mention that a minimum of a quarter of a million dollars is spent within a three-day period.
2. Visit the recommended hotels with a copy of the Convention SOP. Familiarize yourself with and know the SOP and Checklist to obtain the best results. Be prepared to take a hard stand when negotiating; when pressed the hotels will usually meet our requirements. Establish a spirit of competition between other cities and the local hotels.
3. An overflow hotel is authorized as long as it is within walking distance of the main hotel (keep in mind those who require assistance).
4. Keep in mind that they want our business, we do not need theirs.
5. A Drop Zone is critical, let the Convention Bureau and hotel know this. Most of the time they will work hard to find one.
6. Look into obtaining tax exempt status in the respective state or have an agreement in kind with a Chapter registered in the state where the Convention is located.
7. Although not desired, if the hotel does not have the capability to host the two formal dinners, coordinate with a nearby convention center. Keep in mind that any transportation costs incurred will be absorbed by the Convention Fund if the location is not within walking distance (keep in mind the needs of those who require assistance).
8. Solicit local automobile dealerships for the donation of several eleven (11) - fifteen (15) passenger vans, or whatever is available.
9. Solicit local merchants for prize donations.
10. Talk to and build a relationship with the local National Guard and Reserve units. Often times they are able to render assistance, particularly when it comes to billeting for the Active Duty Troopers and/or perhaps the transportation of troopers to/from the Drop Zone and the hotel. Do the same with the local Recruiting Command Representatives.

**Attachment 2:**

**82d AIRBORNE DIVISION ASSOCIATION, INC. PRELIMINARY CONVENTION BIDDING GUIDE**

All of the following information MUST be provided by the Convention Bidding Chapter. This is to be used as a guide when negotiating a preliminary proposal for a Convention facility. All negotiated items will be binding in the event this facility is approved as the Convention site.

Bidding Chapter \_\_\_\_\_

Chapter Chair Convention Chair

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Proposed Convention Site for \_\_\_\_\_ (year)

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone/Fax #s \_\_\_\_\_

Point of Contact \_\_\_\_\_ Email \_\_\_\_\_

Each item must be addressed and completed, otherwise the bid may be rejected.

1. Proposed Registration Fee \$ \_\_\_\_\_ per person

2. Are there other Conventions Booked at this site?

Before: Yes \_\_\_ No \_\_\_      During: Yes \_\_\_ No \_\_\_      After: Yes \_\_\_ No \_\_\_

3. Administrative Support Provided: Yes \_\_\_ No \_\_\_

4. On-Site Inspection Agreement: Yes \_\_\_ No \_\_\_
5. Pre-Convention Meeting Agreement: Yes \_\_\_ No \_\_\_

6. Total # of rooms available in the hotel: \_\_\_\_\_

Cost per night \$ \_\_\_\_\_ + \_\_\_\_\_ % tax = \$ \_\_\_\_\_

Handicapped guest rooms: Yes \_\_\_ No \_\_\_ How many \_\_\_\_\_

Total # of suites \_\_\_\_\_ @ \$ \_\_\_\_\_ + \_\_\_\_\_ % tax = \$ \_\_\_\_\_

Hotel has agreed to provide three (3) FREE/Complimentary suites for the Association's President, Executive Director and the Commanding General of the 82d Airborne Division: Yes \_\_\_ No \_\_\_

Total # of floors in hotel \_\_\_\_\_ Total # of elevators \_\_\_\_\_

7. Room Reservation Procedures in place: Yes \_\_\_ No \_\_\_

8. Check in @ 3pm: Yes \_\_\_ No \_\_\_ Check out @ 12pm: Yes \_\_\_ No \_\_\_

9. Reservation Cut-off Date: \_\_\_\_\_ July

10. Billing and credit procedures established: Yes \_\_\_ No \_\_\_

11. Complimentary Accommodations:

1 room per \_\_\_\_\_ rooms occupied per night.

2 double rooms for 2 nights (On-Site Inspection).

3 double rooms for 4 nights (Pre-Convention Meeting).

3 FREE suites (Pres, Ex. Dir, 82d Abn Div CG)

Master Account is tax exempt from food, beverages and room tax. Note: "Exempt Statement" must be included in contract.

12. In House and/or On Premises facilities, services and other perks:

FREE parking area: Yes \_\_\_ No \_\_\_ If NO, what is daily fee: \_\_\_\_\_

Capacity for \_\_\_\_\_ vehicles FREE VIP Parking: Yes \_\_\_ No \_\_\_

Can parking area accommodate large vehicles (Buses, Motor homes):

Yes \_\_\_ No \_\_\_ How many \_\_\_\_\_

Additional Charge: Yes \_\_\_ No \_\_\_ How much \_\_\_\_\_

FREE Shuttle to/from airport: Yes \_\_\_ No \_\_\_

If NO, what is the alternate mode of transportation available: \_\_\_\_\_

Closest Medical care and Ambulance available: \_\_\_\_\_

Approximate distance from hotel (miles): \_\_\_\_\_

Gift Shop: Yes \_\_\_ No \_\_\_ Barber Shop: Yes \_\_\_ No \_\_\_

Beauty Shop: Yes \_\_\_ No \_\_\_ Tennis Court: Yes \_\_\_ No \_\_\_

Swimming Pool: Yes \_\_\_ No \_\_\_ How many: \_\_\_\_\_ In/Outdoor \_\_\_\_\_

Other Recreational Facilities: Yes \_\_\_ No \_\_\_ What kind: \_\_\_\_\_

Restaurant: Yes \_\_\_ No \_\_\_ Hours of Operation: \_\_\_\_\_

Bar/Lounge: Yes \_\_\_ No \_\_\_ Hours of Operation: \_\_\_\_\_

Closest Off Premises Restaurant: \_\_\_\_\_ Hours: \_\_\_\_\_

Is it within walking distance: Yes \_\_\_ No \_\_\_

Minutes by vehicle: \_\_\_\_\_

Will Chapter provide FREE transport to restaurants: Yes \_\_\_ No \_\_\_

Check cashing policy: Yes \_\_\_ No \_\_\_ Limit per day \$ \_\_\_\_\_

Credit Cards accepted - Check all applicable:

\_\_\_ American Express \_\_\_ Discover \_\_\_ Visa

\_\_\_ Master Charge \_\_\_ Other

Closest Shopping Mall: \_\_\_\_\_ Hours: \_\_\_\_\_

Is it within walking distance: Yes \_\_\_ No \_\_\_

Minutes by vehicle: \_\_\_\_\_

Will Chapter provide FREE transport to shopping: Yes \_\_\_ No \_\_\_

Any other Perks included:

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13. Overflow Hotel, if required, rate, distance, etc.:

Cost per night \$ \_\_\_\_\_ + \_\_\_\_\_ % tax = \$ \_\_\_\_\_

Handicapped guest rooms: Yes \_\_\_ No \_\_\_ How many \_\_\_\_\_

Total # of floors in hotel \_\_\_\_\_ Total # of elevators \_\_\_\_\_

Is it within walking distance to main hotel: Yes \_\_\_ No \_\_\_

Approximate minutes by vehicle \_\_\_\_\_

Will Chapter provide FREE transportation between hotels: Yes \_\_\_\_\_ No \_\_\_\_\_

FREE parking area: Yes \_\_\_\_\_ No \_\_\_\_\_ If NO, what is daily fee: \_\_\_\_\_

Capacity for \_\_\_\_\_ vehicles FREE VIP Parking: Yes \_\_\_\_\_ No \_\_\_\_\_

Can parking area accommodate large vehicles (Buses, Motor homes):

Yes \_\_\_\_\_ No \_\_\_\_\_ How many \_\_\_\_\_

Additional Charge: Yes \_\_\_\_\_ No \_\_\_\_\_ How much \_\_\_\_\_

FREE Shuttle to/from airport: Yes \_\_\_\_\_ No \_\_\_\_\_ If NO, what is the alternate mode of transportation available: \_\_\_\_\_

14. Hospitality, Meeting and Banquet Arrangements:

a. Free hospitality room: Yes \_\_\_\_\_ No \_\_\_\_\_ Room Capacity \_\_\_\_\_

Corkage Fee Waiver: Yes \_\_\_\_\_ No \_\_\_\_\_

Authorized food/beverages in hospitality room(s): Yes \_\_\_\_\_ No \_\_\_\_\_

Note: Statement authorizing Corkage Fee Waiver and authorization to bring beverages into the hospitality room(s) must be included in the contract.

Hotel will provide round tables, chairs & portable bars:

Yes \_\_\_\_\_ No \_\_\_\_\_ Number of portable bars \_\_\_\_\_

Unlimited ice will be provided throughout: Yes \_\_\_\_\_ No \_\_\_\_\_

b. Free Meeting Rooms: Yes \_\_\_\_\_ No \_\_\_\_\_

c. Banquet Accommodations: Yes \_\_\_\_\_ No \_\_\_\_\_ Room Capacity \_\_\_\_\_

If No, where will dinners be held: \_\_\_\_\_

Is it within walking distance: Yes \_\_\_\_\_ No \_\_\_\_\_

Approximate miles \_\_\_\_\_ and minute's \_\_\_\_\_ by vehicle

Is transportation going to be provided: Yes \_\_\_\_\_ No \_\_\_\_\_

Note: Meal tickets shall be collected when the meal is served. The Association will be charged for the total number of tickets collected if greater than the number guaranteed.

15. Contract will also include and outline the procedures for:

a. Option to Adjust: Yes \_\_\_\_\_ No \_\_\_\_\_

b. Cancellation Policy: Yes \_\_\_\_\_ No \_\_\_\_\_

Includes War Clause: Yes \_\_\_\_\_ No \_\_\_\_\_

c. Changes, additions or stipulation procedures: Yes \_\_\_\_\_ No \_\_\_\_\_

d. Indemnifications Clause: Yes \_\_\_\_\_ No \_\_\_\_\_

e. Acceptance paragraph on contract will include signature, dates and the typed names of authorized representatives.

16. Active duty military information:

a. Approximate distance from Fort Bragg in miles \_\_\_\_\_

b. Closest Military Bases distance in miles from hotel, and approximate minutes by vehicle \_\_\_\_\_

c. Housing available for the Troopers and distance in miles from the hotel \_\_\_\_\_ approximate minutes by vehicle \_\_\_\_\_

d. Possible Drop Zone \_\_\_\_\_ Distance from hotel \_\_\_\_\_

Approximate minutes by vehicle \_\_\_\_\_

e. Adequate arrangements have been made to transport the participating troopers to their billeting area: Yes \_\_\_\_\_ No \_\_\_\_\_

f. Adequate arrangements have been made to meet the unaccompanied spouses and/or guests of the active Division's VIP's scheduled to jump in: Yes \_\_\_ No \_\_\_

The Bidding Chapter will complete this form in duplicate. One copy will be forwarded to the National Office and the other copy will be sent to the Association's Convention Planning Committee Chairperson. All bids for the Convention must be received no later than the 30<sup>th</sup> day of April, two (2) years prior to the proposed Convention. If the proposed site meets all the requirements and is selected to be visited by the Convention Planning Committee Representative; the Executive Director will inform the selected bidding Chapter, who will then arrange for an "on-site inspection" with the hotel. The purpose of this inspection is to negotiate the preliminary proposal and contract. The bidding Chapter will then ensure that their Convention Bidding Committee will be available to meet with the Convention Planning Committee Representative upon his arrival at the hotel. This will allow time for the Convention Committee Representative to confirm that the Convention Chairman and the Convention Planning Committee is familiar with the latest copy of the 82d Airborne Division Association's Convention SOP. Furthermore, the foregoing answers to each question have been discussed with the Management of the Hotel, and will be included in the contract in the event that this preliminary bid is accepted by the 82d Airborne Division Association as the \_\_\_\_\_ Convention site.

\_\_\_\_\_

**ATTACHMENT 3: Convention Contract Bid (TO BE TYPED ON HOTEL STATIONARY)**

To: \_\_\_\_\_, Chairperson, \_\_\_\_\_ (Chapter)

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

And; \_\_\_\_\_, (Year) Convention Chairperson,

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

For the 82d Airborne Division Association, Inc.

Thank you for considering the \_\_\_\_\_ Hotel as the host facility for the 82d Airborne Division Association, Inc.'s Annual Convention in (Month, Year). As requested, we submit herein the following proposed contractual agreement. We believe that by specifying the facilities, services and conditions offered at this time, we can both be assured that the Convention will be a complete success.

CONTRACTUAL AGREEMENT:

With the 82d Airborne Division Association, Inc., hereinafter known as "the Association", Representative's signature on this contract confirms the agreement that the \_\_\_\_\_ Hotel, hereinafter known as "the Hotel", will be the host facility for the Association's Annual Convention, over the dates of August (Day) - (Day), (Year).

OTHER CONVENTIONS BOOKED AT THE HOTEL:

- a. The week prior to the Convention:
- b. During the week of the Convention:
- c. The week following the Convention:

ADMINISTRATIVE SUPPORT:

The Hotel agrees to provide administrative support to the Association Headquarters, in so far as possible, to include complimentary rooms, and the meeting spaces, at no charge, unless otherwise specified in this contract. Copying services are available, and the Hotel will provide the Association up to 500 copies at no charge during the week of August (Day) - (Day), (Year). Any additional copies will be at a cost of 10c per page.

ON-SITE INSPECTION:

The Hotel agrees to furnish complimentary accommodations, ie: two (2) double rooms, for a period not to exceed two nights, to authorized representatives of the Association for the purpose of making an "on-site" inspection of the facility, and negotiating an initial preliminary proposal during the month of May/June of the current year.

PRE-CONVENTION MEETING:

The Hotel further agrees to furnish complimentary accommodations to the Association's "Pre-Convention Planning Committee", ie: three (3) double rooms, for a period not to exceed four (4) nights, during the month of February/March/April (Year); however, if the Hotel is booked on the dates selected, the Association agrees to accept accommodations during this period in a nearby facility, at no cost to the Association.

GUEST ROOMS: (Includes overflow Hotel rooms)

Mon - August \_\_\_\_, \_\_\_\_ - \_\_\_\_ rooms

Tue - August \_\_\_\_, \_\_\_\_ - \_\_\_\_ rooms

Wed - August \_\_\_\_, \_\_\_\_ - \_\_\_\_ rooms

Thu - August \_\_\_\_, \_\_\_\_ - \_\_\_\_ rooms

Fri - August \_\_\_\_, \_\_\_\_ - \_\_\_\_ rooms

Sat - August \_\_\_\_, \_\_\_\_ - \_\_\_\_ rooms

Sun - August \_\_\_\_, \_\_\_\_ - \_\_\_\_ rooms

Mon - August \_\_\_\_, \_\_\_\_ - \_\_\_\_ rooms

Total number of rooms with handicapped facilities - \_\_\_\_

GUEST ROOMS RATES:

We are pleased to offer the following confirmed rates which will be available three (3) days prior and three (3) days following the room block dates:

\$ \_\_\_\_ + \_\_\_\_% tax = \$ \_\_\_\_/night (up to four/room)

Note: The tax rate indicated is the current rate and subject to change

RESERVATIONS:

Individuals will be responsible for their own reservations by sending in the reservation forms provided, verifying their eligibility to receive the Convention rate. Reservations are held until 6pm on the arrival date, unless guaranteed by a major credit card. Guaranteed reservations will receive a written confirmation. All cancellations must be received forty-eight (48) hours prior to time of arrival in order to receive a deposit refund.



\_\_\_\_\_, Open \_\_\_ days/week hours \_\_\_\_\_

Bar/Lounge: \_\_\_\_\_, Open \_\_\_ days/week hours \_\_\_\_\_

\_\_\_\_\_, Open \_\_\_ days/week hours \_\_\_\_\_

Recreation: \_\_\_\_\_

Check cashing policy: Limit per day \$\_\_\_\_\_

Credit Cards accepted: \_\_\_\_\_

Overflow Hotels: \_\_\_\_\_

Located \_\_\_\_\_ miles from the Main Hotel

Handicapped Facilities: Number of rooms available \_\_\_\_\_

Continental Breakfast: Complimentary

Transportation: Complimentary shuttle to \_\_\_\_\_

# Of Floors in the Hotel: \_\_\_\_\_, # of Elevators available: \_\_\_\_\_

# Of Ice Machines: \_\_\_\_\_, Locations: \_\_\_\_\_

#### HOSPITALITY, MEETING AND BANQUET ARRANGEMENTS:

Based on our understanding or your specifications, we have the appropriate space to accommodate your program as follows:

Wednesday, August \_\_\_\_\_, \_\_\_\_\_

- Hospitality Room, 24 hour basis
- 500 person capacity with tables, chairs & portable bars

Thursday, August \_\_\_\_\_, \_\_\_\_\_

- Hospitality Room, 24 hour basis
- 1 Board Room, 24 hour basis - as outlined in Attachment 4

Friday, August \_\_\_\_\_, \_\_\_\_\_

- Hospitality Room, 24 hour basis
- 1 Delegates' Room, 24 hour basis - as outlined in

Attachment 4-1 (Note A)

- 1 Board Room, 24 hour basis - as outlined in Attachment

4-2 (Note A)

- Memorial Dinner - 6:00pm until 9:00pm, 750 people, as

Outlined in Attachment 4-5 (Note B)

Saturday, August \_\_\_\_\_, \_\_\_\_\_

- Hospitality Room, 24 hour basis
- 1 Delegates' Room, 24 hour basis - as outlined in

Attachment 4-1 (Note A)

- 1 Board Room, 24 hour basis - as outlined in Attachment

4-2 (Note A)

- 1 Board Room, 24 hour basis - as outlined in Attachment 4-4
- Ladies' Brunch - 10:00am until 12 noon, # attending TBD
- Membership Meeting - as outlined in Attachment 4-3.

- Airborne Heritage Dinner - 6:00pm until 9:00pm, 400 people, as outlined in Attachment 4-5 (Note B)

*Note A:* These rooms must be adjacent to each other with folding or sliding doors capable of becoming one large meeting room upon request at specific given times.

*Note B:* All meal guarantees will be submitted within forty-eight (48) hours prior to each function. If a guarantee is not submitted, the estimated number of attendance, 400 will be the guarantee. The Banquet Manager will work closely with the Association should it become necessary to make adjustments after forty-eight (48) hours. Meal tickets will be collected and the Association will be charged for the number of tickets collected should it be greater than the guarantee.

MEETING ROOM AND AUDIO/VISUAL EQUIPMENT:

The Hotel will provide meeting equipment, tables and chairs, podium, and standard microphones to meet the requirements of your contracted meeting rooms. Should you require special set-ups that exceed our in-house supply, and it is necessary to rent additional equipment, the cost of the rented equipment will be added to the Master Account. Of course, we will work with you in changing our set up to avoid extra rental charges when possible. Audio/Visual equipment can be made available at an additional charge. You are free to bring in your own equipment or to rent any necessary equipment from an outside firm if you so desire.

FOOD AND BEVERAGES:

The Corkage Fee is waived in the Hospitality Room(s), and the Association is authorized to bring food and beverages into the Hospitality Room(s). Unlimited ice will be provided for the Hospitality

Room(s). The Association will provide their own Bartenders and other service personnel necessary to operate the Hospitality Room(s), and may provide their own popcorn machine and/or hot dog machine.

OPTION TO ADJUST:

The option to adjust contracted meeting and exhibit space and guest rooms exists between the Association and the Hotel. Actual guest room and space usage will be monitored regularly. A review of this commitment will take place and should there be a major difference between your actual history and this contract, adjustments may become necessary. Any change will be communicated to the other party in writing. Should a reduction in guest's rooms be agreed upon, there may be a need for a proportionate reduction in function space.

CANCELLATION POLICY:

This agreement will bind both the Hotel and the Association. There shall be no "Right of Termination" for the sole purpose of holding the same meeting in some other facility or city, or for the sole purpose of booking another organization in the Hotel. Any controversy or claim arising out of, or relating to this contract, or breach thereof shall be settled by arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitration may be entered in any court having jurisdiction thereof. The performance of this agreement by either party is subject to act of God, War, Government Regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, for example; partial or total destruction of the Hotel or any other event beyond control of either party that makes it illegal, or impossible, to conduct this Convention or use the Hotel services and facilities. The Association has the right to cancel above said Convention and have all deposits returned in event of Hotel bankruptcy or change in ownership of the Hotel which would result in differences in services provided. It is provided this agreement may be terminated for any one, or more, of the foregoing reasons via written notice from one party to another.

CHANGES, ADDITIONS OR STIPULATIONS:

The provisions herein are contingent on the approval and acceptance by the Association, and it is understood that all space outlined in this contract is being held tentatively until September 15, \_\_\_\_\_. Any changes, additions, or stipulations to this agreement will not be binding unless they have been mutually approved and confirmed in writing. This contract supersedes all previous agreements.

INDEMNIFICATION CLAUSE:

Each party to this agreement shall indemnify, defend, and hold harmless the other party and its officers, directors, agents or employees from and against any and all demands, claims, and/or damages to persons or property, losses and liabilities, including reasonable attorney's fees arising solely out of or caused by the indemnifying party's negligence or willful misconduct in connection with the provisions and us of the Hotel as contemplated by this agreement. This paragraph shall not waive any statutory limitations of liability laws.

ACCEPTANCE:

For mutual confirmation to make these arrangements definite, please sign and return the enclosed contract prior to September 15, \_\_\_\_\_, retaining the original for your files. If the Hotel is not

in receipt of the signed agreement by the date specified, the Hotel reserves the right to release all space being held for the Association.

\_\_\_\_\_  
Signature of Confirmation for  
The \_\_\_\_\_ Hotel

\_\_\_\_\_  
Typed Name of Representative

\_\_\_\_\_  
Typed Position and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Confirmation for  
the 82d Airborne Division Assn

\_\_\_\_\_  
Typed Name of Representative

\_\_\_\_\_  
Typed Position and Title

\_\_\_\_\_  
Date

## FURTHER ATTACHMENTS (Post-Award)

### ATTACHMENT 4: CHAPTERS' OFFICERS' SEMINAR

1. One Head Table for four (4), table podium with light and microphone on the middle of the table.
2. One hundred chairs theater style.
3. Iced water and cups on Head Table.
4. Table in the rear with iced water and cups.

XXXX



X  
X  
X  
X  
X  
X X



## ATTACHMENT 4-1: DELEGATES' MEETING

1. Head Table for two (2).
2. Flag stand with National Colors behind head table.
3. 30 chairs theater style.
4. Iced water and cups on Head Table.
5. Table on the rear/side with iced water and cups.

**Flag**

**XXXX**



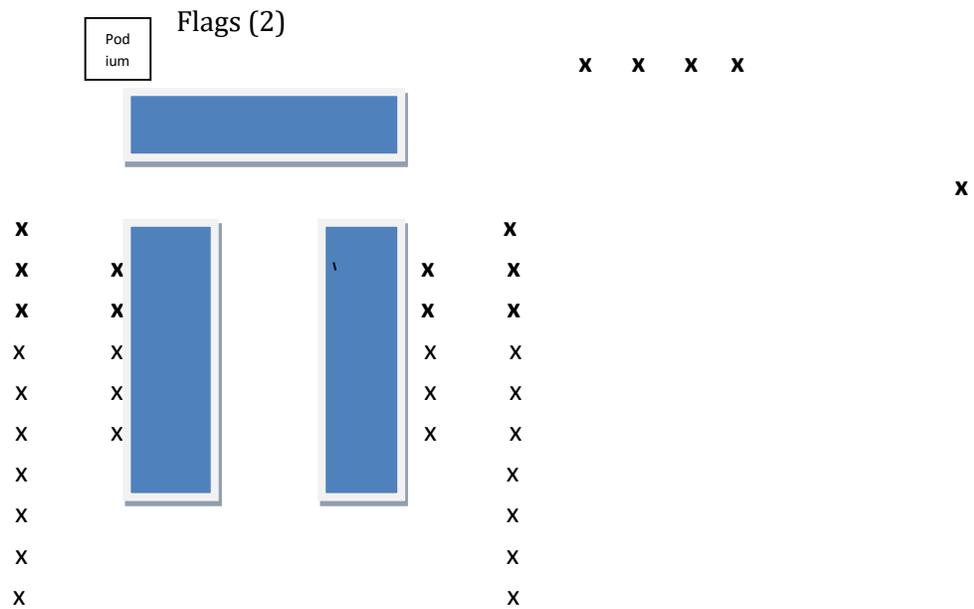
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(CONVENTION SOP-ATTACH 4-1)

**ATTACHMENT 4-2 (Subject to Update): DIRECTORS MEETING, and DELEGATES & DIRECTORS MEETING**

1. Table in U shape form (2 tables on each side) with four (4), on top and 10 chairs on the U shape.
2. Stand for 2 flags behind table.
3. Ten (10) chairs separate from table on each side for past presidents and dignitaries.
4. Iced water and cups on Head Table.

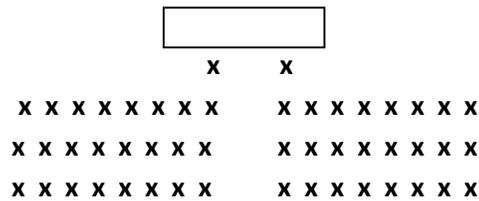




Note: The Delegates' and Directors' meetings must be adjacent to each other. After the Delegates' meeting ends, the portable wall must be removed/opened to form one large room. Keep in mind the Directors' should be facing the Delegates' and vice versa.

### Directors & Delegates Meeting

DIRECTOR AREA SET UP AS SHOWN ABOVE  
 Wall between the 2 rooms is removed)

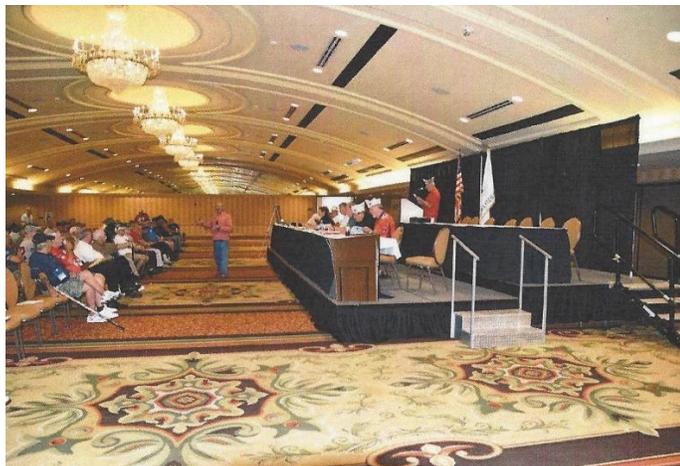
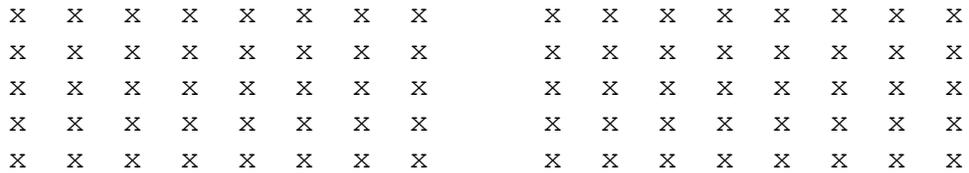
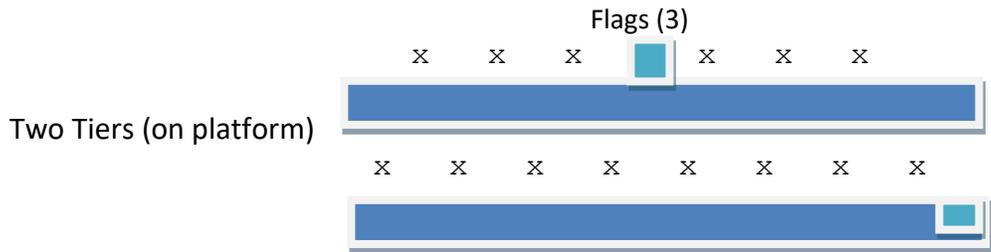




(CONV SOP-Atchmnt-4-2)

## ATTACHMENT 4-3 (Subject to Update): GENERAL MEMBERSHIP MEETING

1. Two tier Head Table, on 24" platform, table podium with light and microphone on the top tier, in the middle top row. For 14 persons.
2. Stand up microphone with 25 feet extension cord at the front and left of the Head Table.
3. Two hundred (200) chairs theater style facing the table.
4. Two tables outside of the room, two chairs behind each, for membership check in.
5. Video Screen on right of Head table.
6. Flag stand for three behind head table.
7. Iced water and cups on head table; table on rear or side with iced water and cups.

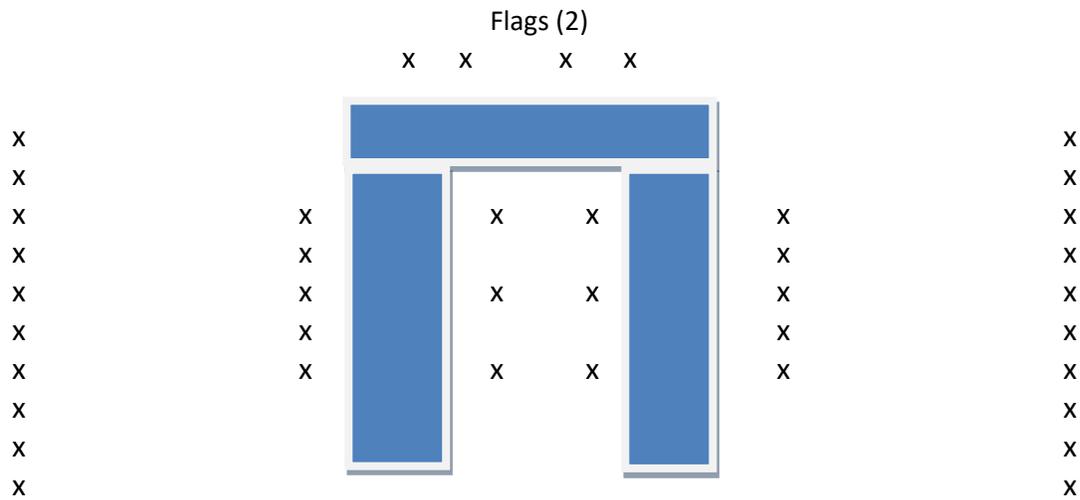




Attachment 4-3 General Membership meeting

**ATTACHEMENT 4-4 (Subject to Update) OLD & NEW DIRECTORS' MEETING  
(AFTER THE GENERAL MEMBERSHIP MEETING)**

1. Table in U shape form (2 tables on each side) with four (4), on top and 8 chairs on each side of the U shape. Table podium with light and microphone on the middle of the Table.
2. Stand for two (2) flags behind table.
3. Ten (10) chairs separate from table on each side for past presidents and dignitaries.
4. Iced water and cups on Head Table.

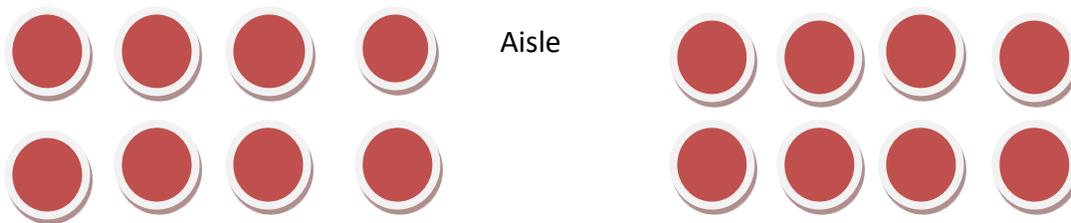
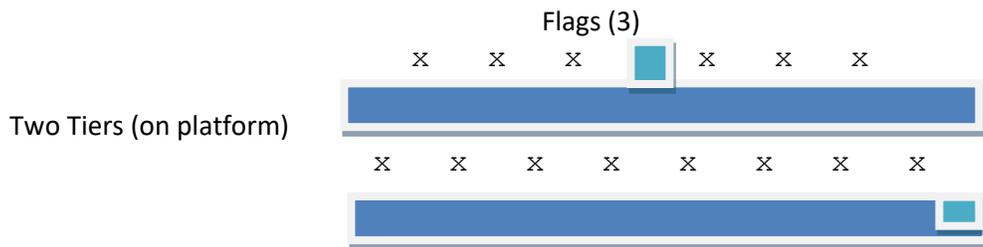


(Atchmnt-4-4)

# ATTACHMENT 4-5 (Subject to Update): BANQUET AND MEMORIAL DINNER

## BANQUET DINNER

1. Head table (two tiers) with table podium with light and microphone on top tier. For 24.  
Top row – 6 people – podium – 6 people  
Front/bottom row – 12 people – podium on right
2. One podium with light and microphone to the right of the head table (when facing head table).
3. Flag stand for six (6) flags behind head table.
4. Twenty feet space between head table and regular tables. Seating for \_\_\_\_\_ TBD.
5. Eight feet aisle from the middle of head table to the end of the dining room.

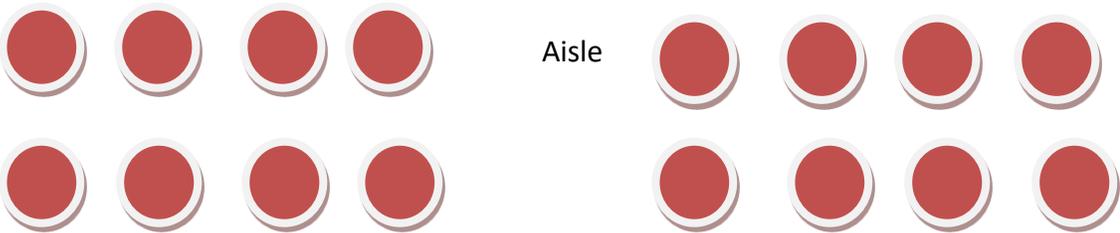




**MEMORIAL DINNER**

- 1. Raised stage/platform (24 inches) with three 8' skirted tables.
- 2. MIA/POW table on stage to left of tables. Podium to right.
- 3. Flag stand for 2 flags behind tables on stage/platform.
- 4. Twenty feet space between platform and regular tables. Seating for \_\_\_\_\_ TBD.

X X





(CONV SOP-Atchmnt-4-5)



## **ATTACHMENT 5: KIA LIST FOR MEMORIAL DINNER**

See document in Convention file.

## ATTACHMENT 6 (Subject to Update)

### ANNUAL CONVENTION CHECK LIST

#### I. CHAPTER

1. \_\_\_\_\_ Proposed Budget
2. \_\_\_\_\_ Listing of Committee Members with addresses & telephone numbers.
3. \_\_\_\_\_ Proposed Registration Forms (Convention and Hotel)
4. \_\_\_\_\_ Proposed Tours
5. \_\_\_\_\_ Map of the Convention City.
6. \_\_\_\_\_ Strip Map to Convention Site Hotel from Fort Bragg.
- \*7. \_\_\_\_\_ Payment of Loan - \$2,000.00 (if applicable)
8. \_\_\_\_\_ Bartenders to serve regular drinks - one shot - and bottles must have measuring cups - NO DOUBLES.
9. \_\_\_\_\_ Bartenders are to refuse drinks to those Troopers who appear to be intoxicated.
10. \_\_\_\_\_ Master of Ceremonies for both dinners.
11. \_\_\_\_\_ Does the Chapter desire for Division to provide the following:  

Chorus _____	Color Guard _____	Drummer _____
Trumpet _____	Candle NCO _____	MPs _____
12. \_\_\_\_\_ Audio-Visual equipment for Chorus, dinners and CG's presentation.
13. \_\_\_\_\_ Transportation for President and CG while on site via local driver from Host Chapter.
14. \_\_\_\_\_ Transportation for Veterans to-from local airport.
15. \_\_\_\_\_ Transportation for Veterans to-from Drop Zone.
16. \_\_\_\_\_ Transportation for Troopers to-from Convention and Billeting Sites.
17. \_\_\_\_\_ Transportation for Commander's aircraft - if applicable.
18. \_\_\_\_\_ Transportation for MPs to-from local Police Station.

19. \_\_\_\_\_ Recreational facilities around the Hotel - distance and type of transportation needed (ie., Shopping Malls, Bars, WalMart, Super Markets, Fast Food, etc.).
20. \_\_\_\_\_ Activities for the Ladies.
21. \_\_\_\_\_ Arrival and departure days for the Following:
- a. Executive Director/DOD LNO: Monday - Monday
- b. President/Convention Coordinator: Monday - Sunday
22. \_\_\_\_\_ Deadline for President and CG'S Letter for Program, also Bio and Photos of NCO and Trooper of the Year. POC for Mailing.
23. \_\_\_\_\_ Drop Zone Ceremony:
- |                                    |                               |                      |
|------------------------------------|-------------------------------|----------------------|
| _____ Bleachers                    | _____ Port-a-Lets             | _____ Flag stands    |
| _____ Flatbed trailer with steps   | _____ Bunting, etc.           | _____ Plaques needed |
| _____ Audiovisual equipment        | _____ List of special guests  |                      |
| _____ Passes for on site personnel | _____ VIP's exchange of gifts |                      |
24. \_\_\_\_\_ Visit Drop Zone and troopers' billets. What is distance between DZ and hotel and hotel to billets?
25. \_\_\_\_\_ Establish liquor rations for: Pres, CG, VP, DIV CSM, and Exec Dir.
26. \_\_\_\_\_ Host Chapter must appoint PAO.
27. \_\_\_\_\_ Visit with City Mayor.
28. \_\_\_\_\_ Visit with Police Chief. Arrange for soldiers to be turned over to the MPs without legal action.
29. \_\_\_\_\_ Name tags/ribbons for Board of Directors/VIPs/packages.
30. \_\_\_\_\_ Name tags/ribbons for Host Chapter.
31. \_\_\_\_\_ Name tags/programs for active duty troopers. Names to be provided by Convention Coordinator beginning 30 days prior to Convention and updated weekly. Host Chapter will divide them by unit and they will be picked up by the Active Duty Secretaries upon arrival on Wednesday afternoon.
32. \_\_\_\_\_ Issue time for Dinner Tickets to DOD LNO (different color from Veterans).
33. \_\_\_\_\_ Establish a deadline for meal head counts from Active and Veterans. Must be approved by Executive Director. Host Chapter to appoint a Meal POC. He will be the only person authorized to furnish a number.
34. \_\_\_\_\_ Raffle of five (5) rooms.
35. \_\_\_\_\_ Sales. Only organizations authorized are: National, Museum and Host Chapter. NO Others - No

Exceptions and no concessions for kickbacks.

36. \_\_\_\_\_ Dinners/Brunch Menus:
- a. Memorial Dinner \_\_\_\_\_ Cost: \_\_\_\_\_
  - b. Ladies' Brunch \_\_\_\_\_ Cost: \_\_\_\_\_
  - c. Final Banquet \_\_\_\_\_ Cost: \_\_\_\_\_
37. \_\_\_\_\_ Quiet Room
38. \_\_\_\_\_ Meetings Coordination
39. \_\_\_\_\_ Inspection of suites prior to arrival, on arrival and before departure. Completed inspection sheet required.
40. \_\_\_\_\_ Active Duty to submit approximate # of suites and rooms required to the Host Chapter.
41. \_\_\_\_\_ List of Active Military/Alternate Authorized Personnel to sign for suites and rooms to be submitted to the Host Chapter no later than 30 prior to Convention.
42. \_\_\_\_\_ Walkie-Talkies/Radios
43. \_\_\_\_\_ Incidental charges in Active Duty Rooms and Suites (ie., TV, Telephone, etc.)
44. \_\_\_\_\_ Type of music on:
- |           |             |
|-----------|-------------|
| Wed _____ | Thurs _____ |
| Fri _____ | Sat _____   |
45. \_\_\_\_\_ Labels of other Chapters to Host Chapter.
46. \_\_\_\_\_ Name of Convention. \_\_\_\_\_
47. \_\_\_\_\_ 504 Assn - Golden Bde - Panther Assn - Dinners or whatever.
48. \_\_\_\_\_ Cash for checks (Museum & Assn Sales).
49. \_\_\_\_\_ Program/Tours - Chapters Coffers.
50. \_\_\_\_\_ Initial, Middle and Final Payment from Division to Host Chapter. Also 30 days after.
51. \_\_\_\_\_ Start After Action Report (AAR) NOW.
52. \_\_\_\_\_ Audit and AAR to National.
53. \_\_\_\_\_ Information on babysitting services available.

- 54. \_\_\_\_\_ Location for MP Desk (class A phone) and for Sales.
- 55. \_\_\_\_\_ Hotel and MP Security (three rooms in hotel for MPs)
- 56. \_\_\_\_\_ Friday AM - Coffee, cream, sugar, etc. and pastries for meetings.
- 57. \_\_\_\_\_ Static Line

**II. HOTEL**

- 1. \_\_\_\_\_ Parking Fee. Need parking for three (3) Vans
- 2. \_\_\_\_\_ Credit cards accepted, nearest ATM location.
- 3. \_\_\_\_\_ Hotel Brochure to include restaurant and bar menus.
- 4. \_\_\_\_\_ List of Hotel facilities and hours of operation (ie. bar, pool, exercise room, etc.)
- 5. \_\_\_\_\_ Is closed circuit TV available? Need to list Convention activities daily.
- 6. \_\_\_\_\_ How many elevators are available? How many ice machines per floor?
- 7. \_\_\_\_\_ Luggage carts to be available beginning Thursday PM.
- 8. \_\_\_\_\_ Is administrative support available (ie. copier, fax)?
- 9. \_\_\_\_\_ Number of:  
 Complimentary Suites \_\_\_\_\_  
 Rooms \_\_\_\_\_ For: \_\_\_\_\_
- 10. \_\_\_\_\_ Upgrades
- 11. \_\_\_\_\_ Meeting Convention Week - 1000 hrs with all Hotel Committee Heads.
- 12. \_\_\_\_\_ Cost of room - up to four (4): \$ \_\_\_\_\_
- 13. \_\_\_\_\_ Cost of suite: \$ \_\_\_\_\_
- 14. \_\_\_\_\_ See all suites in the Hotel. A suite is composed of a parlor with an adjacent room that can communicate with the parlor. Otherwise two adjoining rooms are required.
- 15. \_\_\_\_\_ Suites have TV, telephone, refrigerator, bar, and sufficient seating. How about extra tables and chairs?
- 16. \_\_\_\_\_ List of incidental charges for the Active Duty suites/rooms (ie. TV, phone, etc.)

17. \_\_\_\_\_ Establish a location for the MP/Information desk with telephone (class A), one 6x8 table & two folding chairs
18. \_\_\_\_\_ Establish an area for Sales (Museum, National and Host Chapter). Need four (4) 6x8 tables and two chairs.
19. \_\_\_\_\_ Coordinate Hotel and MP security.
20. \_\_\_\_\_ Separate location to process Active Duty suites and rooms on Wednesday afternoon - time \_\_\_\_\_.
21. \_\_\_\_\_ Inspection of Active Duty suites and rooms upon arrival and departure. Host Chapter POC, Active Chapter and Hotel Representatives must be present. An inspection sheet must be completed and signed by all involved.
22. \_\_\_\_\_ List of Active Military/Alternate Authorized Personnel to sign for suites and rooms to be submitted to the Hotel Representative prior to Convention.
23. \_\_\_\_\_ View Ballroom. Is it large enough for the Chorus and Color Guard to enter, maneuver and perform? Also need an area for the drummer and trumpeter to play.
24. \_\_\_\_\_ Are flag stands available? Do they fit?
25. \_\_\_\_\_ Two 50 foot extension cords are needed.
26. \_\_\_\_\_ Provide Hotel with required meeting layouts.
27. \_\_\_\_\_ It is customary for the Hotel to provide goodies to the Pres, CG, and Exec Dir upon arrival.
28. \_\_\_\_\_ Information on any babysitting services available.
29. \_\_\_\_\_ Dinners paid and not utilized, provide to Host Chapter.

### **III. GENERAL INFORMATION**

1. \_\_\_\_\_ Transportation - Don't rent vans. Try to get them donated as we are a non profit corporation and the companies can deduct the expenses from their taxes. Willing to place a banner to that effect on each van if the company requires us to do so.
2. \_\_\_\_\_ Active Duty Visit - Active Duty personnel will come after the pre-convention meeting to review the area. As a courtesy take them around the area but do not make commitments to them for rooms, transportation, etc. Call the Executive Director for guidance.
3. \_\_\_\_\_ Get your members to obtain goodies (ie., tickets, gifts, etc.) from local establishments to entice our members to patronize their locations (ie., restaurants, bars, stores, etc.)

**ATTACHMENT 7 Review Engagement Example (After Action Report)**

**Certified Public Accountant’s Letterhead**

**\_\_\_\_\_ Annual Convention Review Engagement**

**Revenues:**

Veteran Registrations	(# x \$ _____)	\$ _____
Military Registrations	(# x \$ _____)	\$ _____
*Donations		\$ _____
*Other Revenue		\$ _____

Total Revenue \$ \_\_\_\_\_

**Disbursements:**

Advertisement	\$ _____
License and Fees	\$ _____
Printing	\$ _____
Registration Supplies	\$ _____
*Other Supplies	\$ _____
Bad Checks	\$ _____
Gasoline/Mileage	\$ _____
Awards (Presentations)	\$ _____
Parking	\$ _____
Refunds ( ___ Veterans ___ Military)	\$ _____
Food and Beverages (Hospitality Suites)	\$ _____
*Other Food and Beverages	\$ _____
Cost of Meals (Memorial/Final Banquet)	\$ _____
Complimentary Transportation/Travel	\$ _____
Drop Zone Transportation	\$ _____
*Other Transportation/Travel	\$ _____
Complimentary Hotel Rooms	\$ _____
Entertainment/Music	\$ _____
Review Engagement	\$ _____

Total Disbursements \$ \_\_\_\_\_

Convention Account Balance \$ \_\_\_\_\_

\*Specify

Prepared by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_