What considerations should be made if you want to host the American Legion Riders Department of California (ALR DOC) Convention?

1. Is there a local venue that can accommodate at least 350 to 375 people and is ADA compliant?
2. Are there local lodging accommodations sufficient to host 350 to 375 people? This should include hotels, motels and RV’s.
3. Can your Chapter/District commit to conducting all requirements listed in the Hosting Guidelines? This should be included in your minutes submitted at the Pre-Convention DEC meeting.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**To be considered to host the ALR DOC Convention a Chapter/District must:**

**2 YEARS PRIOR at the ALR DOC Convention:**

* 1. Minutes from a Chapter/District meeting stating the Chapter/District had a motion, 2nd, discussion and voted in agreement to host the ALR DOC Convention 2 years out, including the year of ALR DOC Convention to be hosted.
	2. The Chapter/District awarded to host the ALR DOC Convention will assemble a Convention committee no later than one month after the ALR DOC convention.
	3. Minutes from a Post meeting stating the Chapter/District has informed the Post of its desire to host the ALR DOC Convention and the Post has voted in agreement to support the Chapter/District in hosting the ALR DOC Convention, including the year of Convention to be hosted.

**21 months out report to DEC:**

Chapter/District Convention Committee is in place, has the timeline list and is meeting and working on the requirements.

The Chapter/District will communicate with the Convention & Rally Chairperson. The Chairperson will convene the Department Convention & Rally committee along with the local committee.

**18 months out report to DEC :**

1. Where convention will be held. Must be able to hold a minimum of 350 to 375 persons, be ADA compliant and have suitable parking.
2. If at a Post, a letter from the Post stating agreement on the Chapter/District hosting convention at the Post, that they can accommodate the size of the convention and that the dates are clear on the Post calendar. The hosting Post/Chapter/district will ensure event insurance is sufficient to cover the event.
3. If at another venue, (shared veteran building or other), a letter from the venue stating the venue has agreed with the Chapter/District in hosting the convention on the agreed upon dates and any requirements the venue requires (money, insurance, etc.). If city involvement, a letter from them is also required with their requirements.
4. If opportunity drawings, 50/50, etc. are being planned and donations for drawings are being worked on.
5. How online registration will work and address for mail in registration.

**15 months out report to DEC:**

1. List of accommodations, (hotels, motels, RV & camping), with reservation codes for each.
2. Images of logos for flyers and merchandise have been previewed, completed and approved by Emblem Sales.
3. Preview of Convention flyer presented to ALRDEC.
4. What merchandise will be available?
5. To include what merchandise will be needed from the Quartermaster.

e. Local law enforcement and city officials have been notified of upcoming convention, dates, etc. and are invited to speak at the convention opening ceremonies.

**At the ALR DOC convention 1 year out report to DEC:**

1. Letters from the Chapter/District and Posts continued support of the Chapter hosting the convention for the following year.
2. Report to delegates on dates, venue and accommodations with reservation codes.
3. Report on cost of registration and what it will include (shirts, pins, meals, etc.).
4. The hosting Post/Chapter/District will ensure event insurance is sufficient to cover the event. Acord form is to be available upon request.
5. Convention Flyers should be printed and made available for distribution.

**11 months out report to DEC:**

1. Online registration open. Accepting mail in registration.
2. What merchandise (wristbands, shirts, pins, hats, etc.) has been ordered.
3. Report on Opportunity drawing donation progress, 50/50, etc.

**10 months out report to DEC:**

Meals have been decided on and there is a detailed plan for procurement.

**9 months out report to DEC:**

1. Flyer or booklet which show:
2. Closest motorcycle repair shop(s) etc.
3. Points of interest (in town and out) to visit.
4. Local medical facilities, and
5. Local eateries if the venue isn’t hosting all meals.

The above should include: addresses, phone numbers, hours of operation with instructions, maps on how to get there.

**6 months out report to DEC:**

1. A list of dignitaries and that they have been sent invitations. These should include:
2. American Legion
3. American Legion Auxiliary
4. Sons of the American Legion
5. Law Enforcement, Fire Department, City Council, any local veteran charities, special speakers, etc.
6. Merchandise has arrived.
7. Prior reports in the timeline are still complete with no issues and all requirements are in place.
8. Both committees will continue to meet monthly and report to DEC monthly until 1 month out. At that time meetings will be weekly.

**2 months out:**

Set up a site visit, invite the President, Vice President, Sgt. At Arms, Convention & Rally Chairperson and any others that need to be present. They will review your set-up for convention and make suggestions if necessary.

**60 days POST convention report to DEC:**

**Report to DEC on a line item convention financial rundown….**

1. What was spent and made on merchandise. List each type of merchandise separately.
2. What was spent and made on food. List breakfasts, lunch and dinners separately. List what was served at each meal. How much wasn’t used?
3. What was spent and made on entertainment. List the types of entertainment for each day.
4. What was spent and made on drawings, 50/50, etc.
5. What was spent on venue rental?
6. What was spent on permits?
7. What was spent on insurance?
8. What was spent on security?
9. ***Was a shuttle service provided? If so, what was cost?***
10. What was spent on office supplies?
11. Was there online registration? Any cost?

Invite ALR DOC Convention & Rally ***Committee***, President, Vice President, Sergeant-at-Arms & Secretary to all calls and face-to-face meetings.

Reports to DEC will be from the Convention and Rally Chairperson. This will require the Chairperson to have call in meetings with the Chapter’s convention committee and the DEC Convention committee together, monthly, to brainstorm ideas, put things in place, take care of any issues, etc.