

to cover the cost of these refreshments is encouraged.

11. An easel and whiteboard/flip chart, etc., should be available for the conduct of elections and other District business requiring visual presentation.
12. The host will provide a firing squad to conduct a 3-volley salute to the dead at the conclusion of the Memorial Service. It is the host's responsibility to notify local authorities of this activity as required by local ordinances.

### **DISTRICT RESPONSIBILITIES**

1. The District Commander will invite the Department Commander, Vice Commander and other visiting dignitaries as are desired to address the conference. The Commander will be responsible for notifying the Department Adjutant of the schedule of events, so as to have the information placed on the Department calendar.
2. The District shall cover the cost of meals for any invited guests, with the exception of guests who are only present to campaign for higher office.
3. The District shall be responsible for furnishing the District standard, American flag, POW/MIA chair cover

and all items required to conduct the Memorial Service with the exception of a firing squad.

4. The District Adjutant shall be responsible for making official notification of the conference to the District Executive Committee, Past District Commanders and District Posts. The host shall ensure that any information (meal price, reservation information, etc.), is given to the District Adjutant in a timely fashion, to be sent with said notifications.
5. The District shall furnish clip-on DELEGATE badges to be assigned to the Post delegates and delegates-at-large. The District Adjutant shall furnish to the host a list constituting the total delegate strength of each Post and total number of delegates-at-large. In the event that a Post brings more attendees than the authorized delegate strength, the delegation shall only be furnished the number of DELEGATE badges that are shown on the list. Disputes should be referred to the District Commander.

### **NOTES**

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# **WISCONSIN AMERICAN LEGION FIRST DISTRICT**



## **A GUIDE TO HOSTING A DISTRICT CONFERENCE**

The First District conducts several functions during the Legion year. Since the District has no permanent home, it relies on the Posts and Counties in the District to host these events. This brochure is intended as a guide for Posts and Counties as to the requirements, facilities and amenities normally associated with hosting a District conference. It will also delineate who is responsible for what, ensuring uniformity in the process and aiding all parties in carrying out a smooth and successful event.

### DISTRICT CONFERENCE

The District meets regularly, twice a year to conduct the business of the District. By Constitutional edict, these meetings will take place on the first Sunday of May and the first Sunday of October each year. Bidding by Posts to host these conferences is typically done a year in advance, i.e., a Post bidding on a Fall Conference would submit its bid at the Fall Conference a year prior to the meeting it desires to host. If more than one Post bids, the delegates at that conference will vote on which Post is awarded the bid. Nothing in these procedures prevents a County from submitting a bid. The requirements are the same regardless of the awardee.

### POST/COUNTY RESPONSIBILITIES

1. Provide a venue large enough to accommodate tables and chairs for 50 to 75 people, with podium, sound system, head table and other amenities typically associated with a modern business meeting. The host is responsible for any charges associated with renting or booking the venue.
2. The host shall ensure that the venue is available to the District between the hours of 7AM and 4PM. In no case should the District be forced to work around another organization or function to complete District business.
3. A quiet room shall be available for the conduct of a non-denominational church service, to take place prior to the conference. During this service, there should be a room available for those attendees who do not desire to attend the service.
4. Although not required, the host is encouraged to solicit advanced reservations from the Posts to aid in the planning of the layout of the event as well as the number of meals that will be required. It is expected that the host will charge a reasonable fee to, at a minimum, cover expenses. No host should lose money in hosting a District conference.
5. Provide for a meal of the host's choosing for the number of attendees that pre-register and sufficient tables and chairs to allow the attendees to sit and eat. The meal can take place in the conference room, or in another room in the same building. Attendees should not be asked to leave the building in which the meeting is taking place in order to eat.
6. Although alcohol is not required to be available, beverage service of some sort should be provided for the attendees.
7. The host will provide a printed program/schedule of events in sufficient numbers to allow each attendee to receive a copy. The host should work with the District Commander to establish the schedule and determine what other information should be included. This expense will be borne by the host.
8. Provide an area for attendees to register and receive a program and other materials associated with the conference.
9. A table should be provided for placement of the bottles brought in for the bottle raffle.
10. Although not required, coffee and doughnuts may be provided to the attendees prior to the start of the conference. Solicitation of donations