

Marine Corps League
DEPARTMENT OF COLORADO



GUIDELINES FOR
CONVENTIONS

*This document should be updated and passed on the next Convention
Committee each year.*

I. KEY PERSONNEL

A. Department Commandant

1. The Department Commandant shall prepare and deliver to the Convention Director a schedule of events no later than thirty (30) days prior to Early Bird Night.
2. If no schedule is provide the suggested SOP schedule will be published. Additions may be made by the Host Detachment.
- 3.

B. Convention Director

1. The Convention Director is responsible for all facets of the convention.
2. Shall notify and submit documentation/forms to the Department Webmaster and Newsletter Editor for posting on the Department Website and in the Department Newsletter *ninety (90) days* prior to the start of Convention. (Earlier the better)
- 3.

C. Auxiliary Liaison

1. The Auxiliary Liaison is responsible for providing all Auxiliary requirements to the Convention Committee.
2. The Liaison will supply all Auxiliary forms needed.
3. An Auxiliary counterpart to the Credentials Committee is required.
- 4.

D. Newsletter Editor

The Newsletter shall

1. Publish convention information for all conventions, Department, Division and National.
- 2.

E. Detachment Adjutant/Paymasters

1. The Detachment is responsible for showing proof of new members eligibility and those that are shown as delinquent on the most current National Roster.
2. Delegate Registrations forms should be submitted as early as possible.

II. BIDS

1. The Department Convention shall be held on the first (1st) weekend of May per the Division SOP. The weekend may be swapped with another Department with agreement of the Department of Colorado and the Swap Department and approval of the Division Commandant.
2. The Department Convention shall be rotated between the Detachments of Colorado.
3. Any Detachment in "Good Standing" may bid to host a convention.
4. Bids should be in writing, accompanied by the Detachment Resolution to host a convention and any other amplifying information deemed appropriate.
5. Bids should be given to the Chairperson of the Department "Time and Place Committee" fifteen (15) days prior to the preceding convention.
6. The Time and Place Committee Chairperson shall present all bids to the delegates assembled for consideration.
7. The delegates assembled shall vote to select the next convention site one (1) year prior.
8. Notice of Intent may be presented at any Department Staff meeting.
9. Bids/Notices of Intent may be submitted no more than two (2) years prior

III. SUPPORT COMMITTEES

A. Convention Committee

1. The Convention Committee should consist of at least four (4) people plus the Convention Director and an Auxiliary Liaison.
2. An Aide should be appointed to all VIP's to assist them during their stay.
3. The Committee is responsible for coordinating the Opening Ceremony, e.g. Color guard, escorts for VIP's etc.
4. The Committee is also responsible for coordinating the Memorial Service with the Department League and Auxiliary Chaplains. Ask if they require any special items, e.g. Music, bell, cassette or CD player.
5. Confirm the Opening Ceremony with the Commandant and President.
6. Rehearse !!
7. **Goody bags are expected, however not required.** Contact local vendors, hotels, merchants for donations such as pens, candy, samples, or anything they are willing to contribute to help the convention overall.

B. Time and Place Committee

1. The Time and Place Committee shall receive and present to the convention body assembled all bids for consideration without any recommendations.
2. Each Detachment that places a bid will have the opportunity to speak on their behalf.
3. Bids may be taken from the floor.
4. In the event that no bids are received prior to the preceding convention the Committee shall solicit Detachments to host the convention. In this instance the site shall be determined by vote at the first Department Staff meeting following the convention (September).

C. Credentials Committee

Shall:

1. Receive all delegate/alternate registration forms and ensure that the delegates/alternates are members in good standing.
2. The Committee shall collect registration fees and forward them to the Department Adjutant-Paymaster.
3. The Committee shall maintain the Convention Registration/Check-In desk with the assistance of the Host Detachment.
4. The Committee shall provide appropriate convention identification (ID) to all delegates and alternates.
5. The Committee shall report to the convention body the number of delegates and votes authorized for each Detachment prior to any roll call votes.
6. Non-delegate attendees must register also. Proof of membership must be validated to gain access to the convention floor.
7. The Committee shall provide ribbons for the credentials. The host Detachment is responsible for the ID badge.

D. Newsletter Committee:

1. Shall publish convention information at least three (3) months prior to the convention.
- 2.

E. Devil Dogs & Fleas

1. The Pack usually provides beverages for the hospitality room.
2. The Flea Hide usually provides food.
3. They will assist with any reasonable task. ***Do not*** assume that they will do things if they are not asked.
- 4.

F. Awards Committee

1. The Awards Committee shall obtain streamers for the Colors of each Detachment, Department, Division, or National set of Colors present.
2. A minimum of 20 streamers is required.
3. Streamers can be ordered from:
Dan Kain Trophies, Inc.
3100 No. Washington Blvd.
Arlington, VA 22201
(703) 525-8100 FAX (703) 525-9155
4. Organizations should present their Colors to receive a streamer.

IV. FACILITIES

A. Minimum Required:

1. All facilities used by the convention must be wheel chair accessible including: in-house restaurants, bars, cocktail lounges, nightclubs, restrooms, etc.
2. An adequate and accessible hall for the Joint Opening Ceremony.
3. Meetings rooms for the League, Auxiliary, MODD, and Fleas.
4. Complimentary hotel rooms for the Department Commandant and Auxiliary President are provided.
 - a.) If the Commandant or President invites a National Officer they forfeit the no cost room to the visiting VIP who will have a suite vice the standard convention room.
5. A bulletin board where daily schedules can be posted with changes indicated from the pre-published schedule of events.

B. As Available Facilities:

1. Space for the Ship Store, Credentials Committee, and Adjutant Paymaster.

C. Required Meetings

Meeting rooms must be provided for the following:

- Hospitality Rooms – available for before and after scheduled events for all attendees.
- MODD Initiations – A room/area where initiations can be performed.
- MODD Grand Growl – A private room for the meeting.
- Flea Initiations - A private room for the meeting
- Flea Scratch - A private room for the meeting
- Detachment Commandant's Council meeting – A room with enough space for at least 15 people.
- Department Scholarship Stockholders Luncheon – This luncheon is paid for by the Scholarship Committee, but must be coordinated by the host detachment. The number of attendees will be provided. The cost CAN NOT exceed \$5.00 per person. This can be an outdoor pavilion for a BBQ, weather permitting!
- Joint Opening Ceremony – This is normally the main convention room.
- MCI, Business Meeting– This is normally the main convention room. If space is available it should be set up in classroom style. If space is limited a table for each Detachment delegation can be provided with seats for the extra people.
- MCLA Business meeting – A separate room for the Auxiliary to conduct their meetings.
- Joint Memorial Service - – This is normally the main convention room.
- Closing Banquet – Depending on the facility this room should be set up in banquet style. There should be at least two extra tables set.

V. CONVENTION BOOK

1. The Host Detachment must publish a Convention Book. It must contain but is not limited to the following:
 - a) Welcome letters from the Department Commandant and Department President (if provided)
 - b) Letters from Local Mayor's Office and/or Governor's Office. Local Mayor's proclamation if provided.
 - c) Letters from National and/or Division Officers (if provided)
 - d) List of Past Department Commandants
 - e) List of Past Department Presidents
 - f) List of Current and/or Past National Officers who are part of the Department
 - g) List of Past Department Marine of the Year
 - h) List of Past Department Auxiliary Members of the Year
 - i) List of Past Pack Leaders and Big Fleas
 - j) List of Past Pack Dogs of the Year
 - k) List of Past Hide Fleas of the Year
 - l) Convention Schedule of Events indicating Place and Time of Events
 - m) Rules of Order

2. **No** letters from the Host Detachment/Unit or Ads shall be placed before the Department Commandant and Department President welcome letters.

3. Ads may be sold for the profit of the Host Detachment.

VI. SCHEDULE

If the Department Commandant does not provide a schedule of events this schedule may be used as a guide.

Thursday:

Any special event provided by the Host Detachment.

1800- 2200 Hospitality Room

Friday:

0800 – 1130 Seminar Time

0900 – 1130 Convention Committee Meeting

1200 – 1330 Scholarship Luncheon/Meeting

1400 – 1600 Seminar Time

1400 – 1600 Registration

1400 – 1600 MOY/DOY/Auxiliary MOY Committees

1700 – 1830 Department/Detachment Commandant's Council

1830 – 1900 MODD and Flea Initiations

1900 – 2130 MODD Growl and Flea Scratch

1900 – 2200 Hospitality Room (If the room is not being used for meetings.)

Saturday:

0800 – 0900 Registration

0900 – 0930 Opening Ceremony

0930 – 1000 Minor Awards Presented

1000 – 1030 Memorial Service

1030 – 1200 MCL & MCLA Business meetings

1200 – 1300 Lunch on your Own

1300 – 1600 MCL & MCLA Business meetings

1800 – 1830 Cocktails

1830 – 1930 Dinner

1945 – 2200 Ceremonies & closing

Sunday:

0600-0730 Past Department Commandant's & President's Breakfast

VIA. HELPFUL HINTS

1. When talking with the hotel, do not ask about a meeting room to be used as a hospitality room. State liquor laws forbid bringing your own alcohol into any public place. Instead ask about suites or rooms with an attached meeting room.
2. If separate rooms are not available for registration and the ship store the hospitality room can double for these functions.
3. Have the hotel set up an extra table for each eight (8) tables reserved for the banquet. You can't break up a couple to fill every chair.
4. Head Table: Department Commandant & President, MCL & MCLA Installing Officers, Division Commandant & President, National Commandant & President, Host Detachment Commandant & Auxiliary Representative and the MC if one is used. A VIP Table should be reserved for the spouses of those at the head table.
5. Meeting rooms should be set up classroom style to provide a writing surface if possible. Extra seating should be provided for the joint activities.
6. Room reservations are made directly with the hotel and are the responsibility of the individuals. Rooms for VIP's are made by the Host Detachment. These should be coordinated with the VIP to ensure all special needs are met.
- 7.

VIII. SAMPLES

- Form: Registration of Delegate(s) and Alternate(s)
- Convention Flyer
- Form: Banquet Reservation
- Historical Pages
- Detachment Rotation Schedule
- Rules of Order
- Marine's Prayer
- Scholarship Donation Form
- Marine's Hymn