

## Bidding Standards for Hosting a Detachment Convention

### I. WHO MAY BID

Any active S.A.L. Squadron or District organization may bid on the convention. Bids for a Detachment Convention must be presented two years prior to the convention, e.g., bids for the 2018 convention must be presented in 2016. Bids may be presented at any time prior to the opening of the first convention session when it will be referred to the S.A.L. Detachment Convention Screening Committee for review, and voted upon by the Detachment Convention delegates.

### II. HOST SQUADRON OR DISTRICT RESPONSIBILITIES

- A. Provide Department Headquarters with a list of local hotels.
- B. Provide Department Headquarters with a list of suggested entertainment activities for **ALL** convention participants.
- C. Provide Department Headquarters with a list of local businesses (restaurants, shopping, and recreational areas).
- D. Provide Department Headquarters with the concurrence, in writing, of the sponsoring American Legion organization.
- E. Provide Department Headquarters with a contact representative and the necessary assistants when needed.
- F. Meal functions are not required of the host organization and will not necessarily be used if presented in a bid, but they will be considered.

### III. HOTELS

- A. When a bid is presented, a list of hotels in the proposed convention city must be provided. Be sure to include names, addresses, and phone numbers of sales directors.
- B. Each hotel listed must have a minimum of 150 sleeping rooms (or have available adjacent hotels to be used for overflow) and a meeting room capable of seating 350 individuals.
- C. Room rates, meeting room costs, etc. **MUST** be listed.

### IV. ENTERTAINMENT

The Host Squadron or District is required to submit ideas for entertainment and approximate costs for **ALL** convention participants (minors and adults). Such ideas can take the form of miniature golf, reduced prices at amusement parks, a dance, etc.

### V. POST HOME / CLUBROOM

If a Squadron or District wishes to bid for the Detachment Convention a signed letter of approval of the sponsoring American Legion organization is required. This letter, besides giving permission for the Squadron or District to serve as host, must include permission for the convention participants to use the Post Home (in the case of a Host Squadron) or local Posts (in the case of a Host District).

### VI. CONTACT REPRESENTATIVE / ASSISTANTS

Squadrons or Districts desiring to host a Detachment Convention must list a representative who will be in charge to answer any questions from Department Headquarters and to see that assistants are provided, if needed.

**VII. MEALS**

If a Host Squadron or District wishes to provide a meal function in their bid they are more than welcome to do so, however, such a function must meet the following requirements.

- A. Intend on serving all convention participants a well-balanced meal.
- B. The area must be large enough to accommodate 300 individuals.

**VIII. INSURANCE LIABILITY**

Neither the Host Squadron or District or Department Headquarters will be held responsible for any accident or injury occurring during the Detachment Convention. Nor is the Host Squadron or District required to purchase any insurance unless they deem it necessary while registered convention participants are using their facilities. If insurance is purchased it is the sole responsibility of the Host Squadron or District.

**IX. MISCELLANEOUS**

- A. Under no circumstances is the Host Squadron or District to make any agreements, sign any contracts, obtain speakers, etc., without Department Headquarters' approval.
- B. Your Department Headquarters will be more than happy to assist with any bid or convention preparations. All you have to do is ask.
- C. Outside bids from other organizations such as hotels or local convention and visitor bureaus must be accompanied by this form and endorsed by a local Squadron or District with full signatures.
- D. The bid summary form must have all signatures in order to be accepted.
- E. The bid package must be submitted in some type of folder or binder.

Revised: November, 2015

Committee: PDC Bill "Buster" Sutterlin, Chairman  
PDC Dan Sagraves  
Bob Steggeman, Advisor

Approved: Detachment Executive Committee – Fall, 2015

## Detachment Convention Bid - Summary

- I. NAME OF CITY: \_\_\_\_\_
- A. HOST SQUADRON OR DISTRICT: \_\_\_\_\_
- B. CONTACT REPRESENTATIVE: \_\_\_\_\_
- C. ADDRESS: \_\_\_\_\_
- D. TELEPHONE: \_\_\_\_\_
- E. EMAIL: \_\_\_\_\_

- II. ENTERTAINMENT:
- A. ENTERTAINMENT SUGGESTIONS FOR MINORS INCLUDING COSTS:

- \_\_\_\_\_
- B. ENTERTAINMENT SUGGESTIONS FOR ADULTS INCLUDING COSTS:

- III. MEAL FUNCTION:
- WILL A MEAL BE PROVIDED? \_\_\_\_\_ YES \_\_\_\_\_ NO

POST / DISTRICT CDR's SIGNATURE: \_\_\_\_\_

SQUADRON / DISTRICT CDR's SIGNATURE: \_\_\_\_\_

CONVENTION REP's SIGNATURE: \_\_\_\_\_

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## Detachment Convention Bid - Hotels

I. NAME OF HOTEL / MOTEL: \_\_\_\_\_

A. ADDRESS: \_\_\_\_\_

B. TELEPHONE: \_\_\_\_\_

C. DIRECTOR OF SALES: \_\_\_\_\_

D. NUMBER OF SLEEPING ROOMS: \_\_\_\_\_

E. NUMBER & COST TO US:

1. DOUBLE / DOUBLE \_\_\_\_\_ KING \_\_\_\_\_

2. MEETING ROOM SPACE FOR 350 \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

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II. NAME OF HOTEL / MOTEL: \_\_\_\_\_

A. ADDRESS: \_\_\_\_\_

B. TELEPHONE: \_\_\_\_\_

C. DIRECTOR OF SALES: \_\_\_\_\_

D. NUMBER OF SLEEPING ROOMS: \_\_\_\_\_

E. NUMBER & COST TO US:

1. DOUBLE / DOUBLE \_\_\_\_\_ KING \_\_\_\_\_

2. MEETING ROOM SPACE FOR 350 \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

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III. NAME OF HOTEL / MOTEL: \_\_\_\_\_

A. ADDRESS: \_\_\_\_\_

B. TELEPHONE: \_\_\_\_\_

C. DIRECTOR OF SALES: \_\_\_\_\_

D. NUMBER OF SLEEPING ROOMS: \_\_\_\_\_

E. NUMBER & COST TO US:

1. DOUBLE / DOUBLE \_\_\_\_\_ KING \_\_\_\_\_

2. MEETING ROOM SPACE FOR 350 \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_