

**Department of Texas
State Convention
And
Conference Guidelines
2017**



Preface

These guidelines are intended to inform any department of Texas detachments, the requirements for establishing a state convention and or conference.

Any detachment that has an interest of hosting the Department State Convention and or a Conference, must read the requirements before committing to hosting the State Convention and or the State Conference.

A form requesting consideration must be submitted to the Convention Chair and the State Commandant, so that it can be approved.

Location Site and Facilities

The first most important thing to consider is the location and hotel where the banquet is to take place.

The hotel property must have the following available.

1. Banquet Facilities for a minimum of 200 people
2. Meeting rooms for the convention and or conference
3. Adequate parking space
4. Handicap facilities
5. Complimentary transportation to and from the hotel to the airport
6. Restaurant for breakfast, lunch and dinner.

On the next page is a sample of the Convention/Conference agenda with the meeting room requirements. In most cases the meeting room's requirements will always remain the same. The agenda will change at time, but the meeting room requirements will remain. Look at the sample agenda to get an idea of the meetings and the rooms required. In some cases the meeting will be take place in the same location as a previous meeting.



**DEPARTMENT OF TEXAS
##TH STATE CONVENTION**

A G E N D A

THURSDAY, JUNE ##TH

- 12:00 – 17:00 Early Bird Registration,
- 19:00 -21:00 Commandants Mast (**Hospitality Room**) **Waterfront**
- 19:00-20:00 **MCLA Reception Bentley** 60 People
- 19:00 –23:00 -- Hospitality Room - Waterfront

FRIDAY, JUNE ##TH

- 08:00 – 17:00 Registration/Check-In
- 08:00 – 09:00 MODD Pack Dog of the Year Committee Meeting –**Cambridge (10 People Conference room)**
- 09:00 – 10:00 Marine of the Year Society - **Cambridge (10 people Conf. Room Style)**
- 09:00 – 10:30 MCLA Operation Little Angel - **Bentley (60 People)**
(60 People Classroom style = 2 head Tables)
- 10:00 – 10:30 Bylaws Committee Meeting - **King George**
OPEN To all Members (2 Head Tables w/ podium-150 Theater style seats)
- 10:30 – 11:30 MCLA Presidents Meeting - **(Past & Present) Bentley**
(60 people Classroom style = 2 head Tables)
- 10:30 – 12:00 MCL Board of Trustees **Meeting King George- OPEN to all Members**
OPEN To all Members (2 Head Tables w/ podium-150 Theater style seats)
- 12:00 – 13:00 **LUNCH ON YOUR OWN**
- 13:00 – 14:00 District Vice Commandants' **Meeting King George**
OPEN To all Members (2 Head Tables w/ podium-150 Theater style seats)
- 13:00 – 14:30 Americanism Committee Meeting **Waterfront (10 People round Table**
This will be in the Hospitality room and there are plenty of tables and chairs for this
meeting
- 1400 – 14:20 MODD Sign in and initiation **Oxford Cambridge**
OPEN To all Members (2 Head Tables w/ podium-150 Theater style seats)
- 14:20 –16:50 MODD Growl - **Oxford/ Cambridge**
OPEN To all Members (2 Head Tables w/ podium-150 Theater style seats)
- 14:00– 16:45 MODDF Flea Scratch - **Bentley (60 Classroom style = 2 head Tables**
- 17:00 – 18:00 Commandants Council - **King George OPEN to All Members**
OPEN To all Members (3 Head Tables w/Podium-150 Theater style seats)
- 19:30 – 23:00 Hospitality Room - **(Waterfront For Refreshments)**

SATURDAY, JUNE ##TH

08:00 – 08:15 Morning Colors Outdoor in front of hotel/Inclement weather **King George II/III**
08:15 – 09:00 Registration Continues
08:30 – 0930 Combined Opening Ceremony MCL/MCLA **Memorial Service**
King George II/III OPEN To all Members (2 Head Tables w/ podium-150 Theater style seats)

09:45 – 12:00 MCL Business Meeting **King George III**
OPEN To all Members (2 Head Tables w/ podium-150 Theater style seats)

09:45 – 12:00 MCLA Business Meeting - **Bentley (60 Classroom style = 2 head Tables**

12:00 – 13:30 **LUNCH ON YOUR OWN**

13:30 – 16:00 MCL Business Meeting **Continues King George II/III-**
(2 Head Tables w/ podium-150 Theater style seats)

13:30 – 16:00 MCLA Business Meeting Continues - **Bentley (60 Classroom style = 2 head Tables**

18:00 – 19:00 Social Hour In the King George Foyer

19:00 – 21:00 Banquet, Guest Speaker, Awards, Officer Installation King George I-II-III-
Tables in rounds of 8, 3 across White Table cloths with red topper, white seats covers, with center piece with red
candles. Placemat and Dinner napkins will be provided.

21:30 – 23:30 Hospitality Room - WATERFORD

SUNDAY, JUNE ##TH

08:00 - 09:00 Department Officers Meeting , Board Room

Complimentary Rooms Requirements

Complimentary rooms must be provided for the following guests.

1. State Commandant and spouse
2. State Auxiliary President and spouse
3. National Commandant and Spouse
4. The rooms should be made available for the convention and or conference starting Thursday through Sunday or 3 days total.

Room costs should be a priority item, negotiation with the hotel must be made so as to keep the Hotels rate low.

Normal attendance would be in the range of 80 Rooms or 200 room nights.

Banquet Rooms Requirements

The banquet room will need to be set up banquet style with rounds of 10.

Head table will be determined by the state commandant and reserved tables for the State officers and the auxiliary must be arranged.

Normally you will have about 160 to 200 people attend the banquet, estimate the space for the registered and paid.

Note: Some folks will not come in until Saturday and will attend the banquet that evening. You should keep the banquet registration till about 2:00 pm on the banquet day.

Registration form must be sent out to all detachments so that the hotel registration and meal selection can be made. (See next page for a sample)



REGISTRATION
MARINE CORPS LEAGUE
DEPARTMENT OF TEXAS
STATE CONVENTION
Dallas, TX



JUNE ##rd -##, 2015

Room Rates \$90 per night (includes full hot breakfast buffet)
DEADLINE FOR HOTEL RESERVATIONS: - JUNE 8, 2016

Online Hotel registration

[Hotel Elegante Hotel MCL Landing Page](#)

Phone: ###-###-####

Name: _____
 E-Mail: _____
 Address: _____ Telno: _____
 City: _____ State: _____ Zip: _____
 Detachment Name: _____ Number: _____
 Name Tag Information: _____

Please Print

Tag #1: _____
 Tag #2: _____
 Registration Fee \$5.00 Per Person _____

(Note if your are a Detachment deligate your deligate Registration fee will be paid by the Detachment)

Saturday Night Banquet - \$35 per person

Choices: Roasted Tenderloin () Pecan Crusted Chicken breast ()
 Grilled Atlantic Salmon ()
 Coffee mugs Longhorn Qty _____ SemperFI Qty _____ X 12.00 Total _____

TOTAL AMOUNT ENCLOSED: _____

DEADLINE FOR REGISTRATION & BANQUET: JUNE 1, 2016

Make checks payable to:

Mail to:

Or Email to:

Liability Insurance Request

Liability insurance must be obtained from national for any activities that are conducted in a public forum.

You must fill out the insurance liability form and submitted and get it approved for the convention and or Conference

Go to : <http://mclnational.org/Documents/EventInsurance/tabid/736/Default.aspx>

Fill out the form and submit

Convention Program

The convention program is a program that affords the host detachment an opportunity to acquire some fund to offset the convention costs.

The program can be 30 to 60 pages with ads purchased by the detachments and or local vendors. American legion and VFW posts are good candidates for ad sales.

Potential Publisher

InstantPublisher.com

<https://www.instantpublisher.com/library.aspx?>

1-800-259-2592

Need to acquire from the following for Program Inputs:

- Welcome letter from the Department Commandant
- Welcome Letter from the Auxiliary President
- Welcome Letter from the National Southern Division Commandant
- A BIO from the Guest Speaker
- Hotel layout from the hotel (Usually on Line on hotel web site)
- Convention agenda from the Department Commandant

Convention program ad form

The convention program ad form is sent out to all detachments in soliciting their purchase for the convention. (See Sample Below)

Marine Corps League
Department of Texas
2016 State Convention
Hosted By Captain John Yancey Detachment
June, 23, 24, 25, 2016
Program Ads Sponsorship Form

Proceeds from the Program Ads help the Capt. John Yancey Detachment support and sponsor its various programs such as Veterans Assistance Veterans Services program, Scholarship Programs and other MCL support programs.

Requestors Full Name: _____

Contact E-Mail Address: _____

Mailing Address: _____

Apt./Suite/Unit: _____

City: _____ State: _____ Zip: _____ - _____

Detachment/Unit Name: _____ Det./Unit Number: _____

or Pound/Hide Name: _____ Pound/Hide Number: _____

or Corporate/Personal Sponsor Name: _____

site Address: _____ City _____ State _____

Program Ad Rates

Back Cover (only 1 available):	\$175.00 X	_____	\$	_____
Full page color Inside front and Back Cover	\$150.00 X	_____	\$	_____
Full Page Black	\$100.00 X	_____	\$	_____
Half Page Color	\$50.00 X	_____	\$	_____
1/4 page Color	\$25.00 X	_____	\$	_____
Business Card	\$15.00 X	_____	\$	_____

Total Amount Enclosed: \$ _____

Please make you ads Jpeg, PNG or PDF file

Guidelines for Submitting Program Ads and Sponsorships

We want your Commercial Business, Establishment, or Marine Corps League Division, Department, Division, Unit, Kennel, Pound or Hide to stand out. Having a full color or black and white logo will assist having your Ad stand out for all to see, especially on the website.

Steps for Submitting your Ad

- 1) Please complete the front page for each Program Ad/Advertisement to be included. Each Ad should have 1 sheet completed. Payment can be combined into 1 single payment if needed for multiple Ads.
- 2) Please submit your ad electronically in Full Color using any of the common Microsoft OS file types. If you have Microsoft Publisher, that would be the preferred file type. Word and other similar documents type will work as long as the graphics can be easier copied and pasted over. PDF documents will be converted to a picture format and placed directly into the Program Ad.
- 3) If you do not have the ability to create an electronic graphic, that's not a problem. Just provide us what you have and we will do the best we can to recreate it and get it entered into our Program and website.

If you have any questions in regards to the Program Ad, just e-mail the address below.

Thank you for supporting the Marine Corps League, the Department of Texas and the ##### Detachment.

Name Tags

Name tags for all convention/conference participants must be part of the registration at the convention/conference site.

The name tag should contain:

1. Name
2. City/State
3. Detachment
4. Position

Note: Tent cards and Name tags are available through Avery

Amazon carries the plastic name tag ,

https://www.amazon.com/s/ref=nb_sb_noss_1/139-6786128-9137147?url=search-alias%3Daps&field-keywords=name+tags&rh=i%3Aaps%2Ck%3Aname+tags

Tent Cards for the Banquet

It is much easier to build tent cards to give to each person that is attending the banquet.

You can have the Person's name and a small round colored sticker designating the meal they chose. The tent card is their meal ticket and they are to put it on their placemat so the wait staff can see what they are eating.

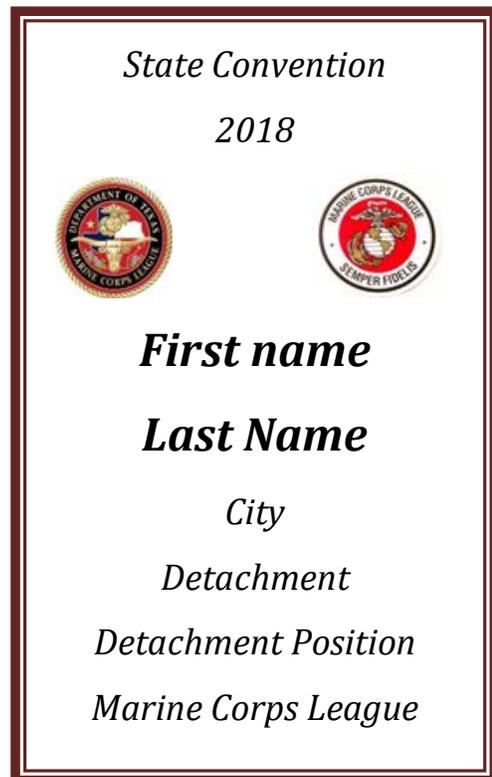
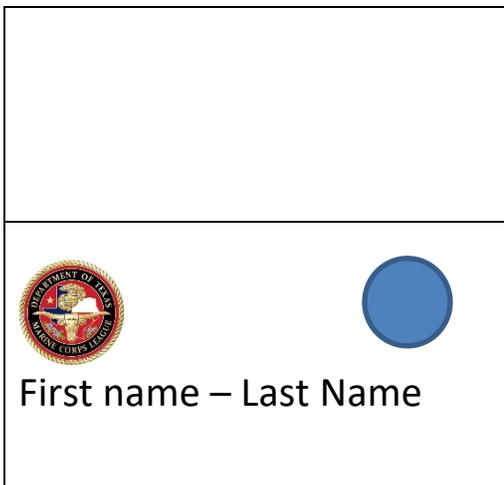
Red round tag Beef

Yellow Round tag Chicken

Blue Round tag Fish

Sample Name tag

Sample banquet Tent card



Detachment Attendance Flag Streamer

It is the responsibility of then Host detachment to order the Attendance ribbon for all detachments in attendance.

Normal attendance would be warfront a ribbon for all detachments attending.

The ribbon should have printed on it:

Top of Ribbon: Department of Texas

##th State

Convention (all in large letters the length of the ribbon)

Year- City-State.

There is a vendor in San Antonio that always makes these ribbons

Laurie

[Monarch Trophy Studio](#)

[16227 San Pedro Ave](#)

[San Antonio, TX 78232](#)

Regular Contact Hours:

Mon.-Fri. 8:30am-6:00pm

Sat. 9:00am-2:00pm

[Phone: \(210\) 344-3777](#) [FAX: \(210\) 341-4906](#)

Registration List

It is recommended that an excel file with the convention registration be made and a copy for the Department Sgt. @ Arms must be submitted.(sample below) As you get the registration and monies for then event, keep track of your attendees. You can also generate a name Tag off the Excel file.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Last	Add	City	St	Ticket	Zip	Detach	Position	Phone	Email	Reg.Del	Mug	Tenderloin	Crusted Chick	Salmon	Total	Paid	CheckIN	Deligate paid
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13													0	0	0	\$0.00			
14																			
15																			
16																			
17																			
18								1 Hopkins Cnty											
19								2 Williamson Cnty											
20								3 Texoma											
21								4 Big D											
22								5 Brazoria											
23								6 John Yancey											
24								7 Houston Cnty											
25								8 Texarkana											
26								9 Comanche Peak											
27								10 Sgt. J.R. Tijerina											
28								11 Alamo											
29								12 Eastex											
30								13 Mike Loosemore											
31								14 Coastal bend											
32								15 Lost Pines											
33								16 Heart of Texas											
34								17 Mclemore											
35								18 Pineywood											
36								19 Deane Hawkins											
37								20 North Texas											
38								21 Terrell											

Logos to use



Convention Rules and Protocol

Date/Time. Meetings will be held based on the timeline's set for the convention, unless otherwise communicated the Sgt at Arms. Length of meeting will be based on the content of the agenda. Meetings typically will be held in the *King George III* room. For the men and in the Bentley for the Auxiliary

Roles. The meeting roles are Dept. Commandant, Adjutant, and Sgt at Arms. The Sgt at Arms is the go to person for any information that applies to the general meeting.

Uniform of the Day The uniform of the day for the convention is as outlined below.

- Alpha's Red MCL cover, black or dress blue trousers and white shirt, long or short sleeve or red cover with a Marine Corps shirt, no t-shirts.
- **Bravo's Casual** , Red cover, Red Blazer, white shirt, black tie, with marine Gold tie tack, black slacks, Black shoes.
- **Formal Dress** (Banquet) Red Cover, Red Blazer, or MCL Red mess jacket, Gold Cummerbund, or Gold Vest, Black Tux trousers, or black dress slacks, black belt with gold Marine Corps emblem buckle, Miniature Medals (or large medals on Red Dress jacket) Black Shoes
- Thursday and Friday , Alpha's (Minimum Red MCL cover,) black or dress blue trousers and white shirt, long or short sleeve or red cover with a Marine corps shirt, no t-shirts, no shorts
- Bravos Color formation, Casual Uniform Saturday Morning
- Saturday Day meetings Casual Saturday banquet Formal Dress

Meeting Attendance. The meeting is managed by the State Commandant and anytime that there are topics to be discussed; courtesy to the speaker must be maintained until there is a question period.

- All attendees must have the **Convention Name tag** displayed on their shirts in order to enter the meeting.
- Upon entrance to the meeting, the Sgt at Arms must be saluted as a courtesy and request to enter the meeting
- The Colors posted at the head of the meeting must also be saluted upon entrance and leaving the meeting.

Agenda: The Commandant prepared the agenda to insure a smooth process that the agenda is followed. The agenda will focus on planning, problem solving, and decision making agenda items over informational agenda items. The agenda will include: 1) specific meetings and locations. 2) not all meetings need to be attended unless you are part of the committee that is holding the meeting.

The General Assemble will before morning Colors at 08:15 for Colors, please be in the assembled formation by 0:800 on Saturday morning.

The assembly for all attendees and will be in the King George room at 08:30.

The agenda is distributed in the Convention Program book.

Addressing the Speaker: When addressing a speaker in a meeting please stand and pose your question when the speaker identifies you.

- In the case of the State Commandant, he/she will be address as Sir/Mrs. Commandant, permission to address the

floor.

- Upon giving the permission to address the floor, pose your statement or question.

Breaks. The facilities are a nonsmoking facility and as such, you must go outdoors to smoke. There are three exits to smoking areas.

Front Exit immediately from the King George room

Back Exit, exiting the Registration area/Foyer Waterfront

Waterfront/Hospitality room exit to the patio area

Hospitality Room. Free beverages will be provided to all registered members in the hospitality room. Again, when you have finished your beverage, please place your empty container in the Trash Container.

The beverage hours for the hospitality room is 5:00 pm to Midnight

The hospitality room will always be open for anyone that want to visit and chat during the day, from 09:00 AM to 12:00 PM

Late Arrivals: When members arrive late, and need to get a nametag for the meeting, you must go to the registration desk, located in the Waterfront foyer.

You will not be able to enter any meeting without a nametag.

Visitors: Visitors are welcome at the meetings, and in the hospitality room, however if they are to consume any beverages, then a registration fee of \$5.00 will be required so that they have a nametag. If you do not have your nametag, beverages will not be a privilege. Spouses' attending the convention are excluded and will automatically get a nametag

Banquet The Banquet is the Convention wrap-up, all attendees will have a banquet registration paid for and must have proof of the food purchase in order to be served. Each paid banquet participant will be given a food and beverage card for the banquet

Housekeeping: The local detachment hosting this event are not house keepers and as such, it is requested that if you brink in coffee cups, sandwich's or anything into the meeting or hospitality room, we ask you to make sure it walks out with you or properly put it in a trash container.

Resources

Customer Service Plastic Welcome bags and bags for any auction items

E-Mail : contactus@storesupply.com

Phone : 1-800-823-8887

Ribbon Resource

Laurie

[Monarch Trophy Studio](#)

[16227 San Pedro Ave](#)

[San Antonio, TX 78232](#)

Regular Contact Hours:

Mon.-Fri. 8:30am-6:00pm

Sat. 9:00am-2:00pm

Phone: (210) 344-3777 FAX: (210) 341-4906

Program resource:

InstantPublisher.com

<https://www.instantpublisher.com/library.aspx?>

1-800-259-2592

Coins:

ChallengeCoins

<http://www.challengecoinsplus.com/>

Phone

1-800-252-0904

Fax

1-866-226-7303

Email

info@challengecoinsplus.com

Flags/Pins;

<http://www.unflags.com/umafllapindo.html>

Convention/Conference Checkoff list

<u><i>Event</i></u>	<u><i>Contact</i></u>	<u><i>Tel Number</i></u>	<u><i>Completed date</i></u>
Hotel Mgr. Hotel Name			
Banquet Dir			
Program	Host Detachment		
Agenda	State Commandant		
Detachment Ribbon	Host Detachment		
Liability Insurance Requested	National MCL	http://mclnational.org/Documents/EventInsurance/tabid/736/Default.aspx	
Comp Rooms	Hotel/Host Detachment	For Commandant, Aux President and National Guest	
Info Sent 6 Months prior	All detachments and paymasters	Email kit should have: Program ad form Delegate Form Banquet Registration	
Info Sent 4 Months prior	All detachments and paymasters	Email kit should have: Program ad form Delegate Form Banquet Registration	
Info Sent 2 Months prior	All detachments and paymasters	Email kit should have: Program ad form Delegate Form Banquet Registration	
Info Sent 1 Month prior	All detachments and paymasters	Email kit should have: Program ad form Delegate Form Banquet Registration Agenda	

All information must be sent to the Department web master in order to have it posted on the Department of Texas web site. There will be a dedicated Convention page on the website with all information on the event.

