

Mideast Division



CONFERENCE PLANNING GUIDE

INTRODUCTION: This Planning Guide is intended to aid Departments, Detachments, and subsidiary organizations in hosting a Division Conference.

HOST DEPARTMENT ROTATION:

The Departments have a five-year rotating calendar for hosting the annual Conference.

- West Virginia - 2024
- Virginia - 2025
- Delaware - 2026
- North Carolina – 2027
- Maryland - 2028

Note:

Before any Conference contract can be signed, a copy of that contract must be sent to the MED National Vice Commandant, via US mail or email, for his/her review. The MED National Vice Commandant shall review all Conference contracts before they can be signed.

What to submit:

The Conference Hosting Committee shall submit to the Mideast Division Adjutant a letter containing the following information:

1. Dates of Conference. **Note:** If Conference is held in June, it must be the third or fourth weekend.
2. Location
3. Number of sleeping rooms available.
4. Number of handicapped accessible rooms available.
5. Room Rates - Are the rates good two days before and after the event?
6. Diagrams of meeting facilities, with available meeting room information.
7. Banquet Menu.
8. Banquet price for attendees.
9. Point of Contact

COORDINATION BETWEEN SPONSORING ORGANIZATIONS:

a. The Host Department Commandant will make every effort to accommodate and coordinate the needs and requirements of the MED National Vice Commandant and Staff. The Host will appoint a Coordination Committee consisting of approximately four (4) members of that organization to ensure that scheduling accommodates the membership, and that necessary administrative supplies, suitable facilities and equipment are available for use by the Division Staff and the Registration Committee. The Coordination Committee will ensure that Division Officers are kept advised and that:

- (1) Suitable space is provided to accommodate the uninterrupted conduct of the Registration Committee in performing its duties.
- (2) Tables, chairs, pencils/pens, literature pertaining to facilities and maps of the area are readily available.
- (3) Duplicating equipment is reasonably available.
- (4) Ship's Stores, if available.

b. The Division Sgt-at-Arms, assisted by the Host Department's Sgt-at-Arms and such assistance as may be requested, will insure that the meeting places are arranged, electrical outlets available, communications systems in working order, Colors stands are in position as outlined in the "Ritual" to the extent possible, and that names and contact referencing of the host facility are at hand to resolve any additional requirements.

c. The Host Department Commandant will be available to assist the Division Staff.

d. The Sponsoring Department, Detachment or subsidiary will provide complimentary accommodations for the MED National Vice Commandant, one representative of the MED MCL Auxiliary and for a dignitary, as assigned by the MED National Vice Commandant.

WHAT IS NEXT: You must put together an information packet. After final approval, a hard copy of this packet shall be e-mailed out to every Department Commandant, Detachment Commandant, Pack Leaders MODD and Department Auxiliary Presidents at least four (4) months prior to the conference.

Note: The National Vice Commandant must give the FINAL APPROVAL before printing, distribution, and posting.

Conference packets should be out at least 4 months prior to the scheduled Conference. A packet should be forwarded via email, if possible, as a word or PDF file to the Division Webmaster so it can be posted on the Division Web Site.

Your packet should include:

Cover Letter: (Refer to Sample 1) The cover letter should include a Welcome Message, Dates of the event, Location of the site, any activities that will take place during the event, Room Rates, How to make Reservations, Banquet Menu and Cost of meal.

Conference Schedule: (Refer to Sample 2) This schedule should include times, dates, and location of the meeting and other activities. It should be noted that before the schedule is printed, distributed, or posted, a copy shall be sent to the following personnel for additions, changes, and approval to the schedule:

- Division National Vice Commandant
- Division MCLA Vice President
- Division Vice Chief Devil Dog, MODD

Order Form for Program ads: This form should include the size of the program book, ad sizes, and ad prices. In addition, include where and when the check and ad must be received to get into the program book. Ads may be sent by e-mail if the host organization has an e-mail address or mailed to the address provided. All ad copies must be camera ready or in PDF form. (Refer to Sample 3) The rules of the conference, names of Past Division Commandants, list of Past Mideast Division Marine of the Year Award recipients and a letter from the Division National Vice Commandant shall be included in the program book.

Registration Forms for Conference: To reduce paper, the Attendance Fees and Banquet Order forms have been combined on one page. Sample 4 is an example of the form that would be used.

Note: Conference forms will provide the address where the attendance Fees, Banquet Orders and Program Ads will be forwarded via email or U.S.P.S...

Registration Forms: Attendance fee will be \$10.00.

Nametags: The hosting organization shall provide Nametags for attendees.

Streamers and Ribbons: The Division shall provide streamers for Departments and Detachment flags.

GENERAL INFORMATION:

Banquet:

The Saturday evening Banquets are considered a formal event. Although some Leaguers who pay to attend the banquet may not have the Marine Corps League's formal Wear, they could wear the Casual Uniform (Red Blazer) of the MCL or a coat and tie. However, if the League member has neither they will not be denied attendance at the Banquet if wearing the MCL Undress Uniform, long or short sleeve shirt. If possible, the banquet should be a sit-down affair, not buffet. A minimum of two entrées should be offered. The cost should be kept as reasonable as possible but should still allow the Host organization to make a few dollars.

Hospitality Suite:

How do the attendees get liquid refreshments? Some hosting organizations have taken cash for drinks, but this would depend on local ordinances. The host organization may wish to take donations from each person obtaining a drink. Or they may choose to solicit contributions from Departments, Detachments, Packs/Pounds, and Auxiliary Units within the Division.

Special/Guest of Honor at Conferences:

The National Vice Commandant or the hosting organization can invite a VIP Guest (Guest of Honor or Special Guest), but the NVC shall approve of the selection. Complimentary guest rooms, negotiated as part of the hotel contract, shall be assigned to the Assistant National Vice Commandant and the Division Auxiliary President. The cost for all other rooms and banquet meals, for the invitee and his/her guest shall be the responsibility of the hosting organization.

Special Event Liability:

The general liability coverage provided by National has liquor exclusion. Sometimes your site Hotel may require some General Liability coverage that does not exclude liquor if liquor is being served (Hospitality Suite) by the Host Organization. If your Detachment or subsidiary is incorporated, individual members of the organization are somewhat protected. If the Hotel requires “Special Event” additional coverage, the information regarding additional coverage by Rust Insurance Agency, LLC can be found on the MCL National website Member Library under “Insurance – Certificate”.

Financial Reporting:

The Host organization of the Conference shall submit a Financial Report to the National Vice Commandant no later than 45 days following the event. The report should contain a statement certifying that all bills have been paid, a statement certifying that all required fees have been forwarded to the Division Paymaster. Also identify any problems encountered and how they were resolved.

Mideast Division



Mideast Division MCL Conference

Hosted by:
BELLEAU WOOD DETACHMENT #1313 INC.
TOWN/CITY, STATE

Date: _____

To: Mideast Division National Vice Commandant (Name), all MED Department Commandants, Members, MCLA Division Vice President, MCLA Dept and Unit Presidents, Division Vice Chief DD, Pack Officers, Pound Keepers, MCL Detachment Members, and MCLA Unit Members.

The Belleau Wood Detachment #1313 takes great pleasure inviting each and all to attend the Mideast Division Conference (Date) to be held at the (Location of the event).

Registration is \$10 per attendee.

Room Rates are \$XXXXXX

Lunch Cost is \$XXXXXX or on your own.

Banquet Cost is \$XXXXX for either XXXXXX or XXXXXX

(Expand on the activities available for the attendees or guests. Explain if 50/50 or other raffle types or informational tables will be available.)

Semper Fidelis,
Your Host Commandant or equivalent John Paul
Jones

BELLEAU WOOD DETACHMENT #1313 INC.
 MARINE CORPS LEAGUE
 MARINE TOWN, STATE
CONFERENCE SCHEDULE

TIMES	ACTIVITY	LOCATION
<u>FRIDAY (DATE)</u>		
1300	Registration MCL/MCLA MODD Registration	
TBA	Hospitality Room	
1900	MODD Growl	
<u>SATURDAY (DATE)</u>		
0600 -	Breakfast	
0745	Morning Colors	
0800 – 0900	Registration MCL/MCLA	
0900 – 1000	MCL/MCLA Joint Opening Ceremony & Memorial Service (Morning break before opening of business sessions)	
1000 – 1200	MCL Business Meeting	
1000 – 1200	MCLA Business Session	
1200 – 1300	LUNCH	
1300 – 1500	MCL Business Meeting Continues	
1300 – 1500	MCLA Business Meeting Continues	
1700/1800	Cocktail Hour	
1800/1900	Banquet Hospitality Room Open	
<u>SUNDAY (DATE)</u>		
0600 -	Breakfast	

BELLEAU WOOD DETACHMENT #1313 INC.
MARINE CORPS LEAGUE
MARINE TOWN, STATE

CONFERENCE ADS FOR PROGRAM
EVENT (DATE)

Thank you for supporting our unit/detachment/department while we host the Mideast Division Conference.

We are creating an advertisement booklet to provide to all attendees. The book will be 8 ½ x 11 size and will be Full Color.

Fill out one form for each advertisement you are ordering.

Select your size.

Half page---\$75.00 Business Card---\$25.00 Full Page---\$100
 Quarter Page---\$50.00 Double-sided Business Card---\$40.00

Your Name: _____
Phone: _____ Home /Cell /Work
Email: _____

If the ad is for an organization, please give the name of the organization.

Please provide a camera-ready hard copy image or a digital copy at 300 dpi or higher to size with this form. Make sure your photos or graphics are high resolution to prevent bleeding, blurring or fading. Keep this form and the advertisement together for proper tracking. Please return this form with payment to the address below.

Please email a digital copy of the art to XXXXXXXXX.

Mail hard copy and check to:
Belleau Wood Detachment #1313
c/o John Wayne
1521 Leatherneck Rd.
Old Marine, State 0000

Make check payable to Belleau Wood Detachment #1313.

To ensure inclusion in the convention booklet, advertisement & payment must be received by DATE.

**MARINE CORPS LEAGUE
Mideast Division
Annual Conference Registration Form
DATE**

The Mideast Division, Marine Corps League Annual Convention will be held DATE at the LOCATION.

Conference registration is \$10. **To have your name tag printed and the welcome packet prepared prior to your arrival, you must be pre-registered by DATE.**

Please complete this form and make your check payable to "Belleau Wood Detachment 1313" and note on your check that it is for the 2024 Mideast Division Conference, and then mail to:

Belleau Wood Detachment 1313
c/o John Wayne
1521 Leatherneck Rd
Old Marine, ST 00000

Please print and complete the following information as you want it to appear on your name tag.

Member	Guest
Name _____	Name _____
Title _____	Title/Relation _____
Dept / Detachment _____	
Address _____	
Email _____	Phone _____

Convention Registration \$10	Qty _____	\$ _____
Lunch – XXXXXXXX \$XX:	Qty _____	\$ _____
Banquet – Meat 1 \$XX:	Qty _____	\$ _____
Banquet –Meat 2 \$XX:	Qty _____	\$ _____
Banquet – Special \$XX:	Qty _____	\$ _____
Total:		\$ _____

If you have any questions, please contact POC name / number / email.