

Provincial Convention

Planning
Guidelines



Table of Contents

Introduction	i	How To Create a Document	4
		More Template Tips	4
CHAPTER 1		CHAPTER 3	
How To Customize This Manual	1	How To Customize This Manual	1
About the “Picture” Icons	1	About the “Picture” Icons	1
Section Breaks are Key	2	Section Breaks are Key	2
About Pictures and Captions	2	About Pictures and Captions	2
How To Generate a Table of Contents	3	How To Generate a Table of Contents	3
How To Create an Index	3	How To Create an Index	3
How To Change Headers and Footers	3		
How To Save Time in the Future	4	CHAPTER 3	
How To Create a Document	4	How To Customize This Manual	1
More Template Tips	4	About the “Picture” Icons	1
		Section Breaks are Key	2
CHAPTER 2		About Pictures and Captions	2
How To Customize This Manual	1	How To Generate a Table of Contents	3
About the “Picture” Icons	1	How To Create an Index	3
Section Breaks are Key	2	How To Change Headers and Footers	3
About Pictures and Captions	2	How To Save Time in the Future	4
How To Generate a Table of Contents	3	How To Create a Document	4
How To Create an Index	3	More Template Tips	4
How To Change Headers and Footers	3	Index	5
How To Save Time in the Future	4		

Introduction

The Royal Canadian Legion Alberta-NWT Command Convention is joint effort between a Hosting Branch and The Alberta-NWT Command. This manual moves from the bidding process to the post the post convention report. The division of duties between the Local the Local Arrangement Committee (LAC) and Command are outlined below.

Branches wishing to submit a bid must fill out the form Appendix (?) and submit it to their District Commander by September in the year after the last convention. The District Commander will then submit all applications to the Command Office. The Command President will have a Committee review the applications. The Committee will conduct a site visitation and submit their findings to the November Executive Council Meeting. The Executive Council will then determine the location and place of the next Convention.

The Keys to a Successful Bid and Convention

To host a Convention a Branch must have:

- A strong and versatile volunteer base to assist.
- Facilities in the City or Town to host both the Legion and The Ladies Auxiliary.
- A variety of accommodations.

Procedures for Submitting a Bid to Hold an Alberta – NWT Command Convention

1. Review the requirements to hold the Convention and ensure all requirements are met prior to submitting a bid.
2. Review the outline of responsibilities for the Host Branch.
3. Present all the information to the membership at a General Meeting for a vote.
4. Fill out the Convention Proposal form.
5. Give the completed Convention Proposal form, a copy of the General Meeting Minutes indicating the passed motion, and an outline of proposed entertainment to the District Commander for review and presentation to the Command Executive Council at the November Meeting.

Facility Requirements

The following is a breakdown of specific requirements to hold the Provincial Convention:

1. Convention Halls

a. The Royal Canadian Legion Sessions

- Seating for 350 – 400.
- Platform or raised stage (36 feet long x 15 feet wide) accessible by stairs and a ramp.
- Podium.
- Access to food services.
- Separate room for counting ballots for 12-15 people.
- Room for Command Office that can be locked.
- Breakout rooms for up to 70 seats.
- Area for registration.
- Area for approximately six (6) supplier's booths or tables.

b. The Ladies Auxiliary Sessions

- Seat 100-200.

- Platform or raised stage (36 feet long x 15 feet wide) accessible by stairs and a ramp
- Podium.
- Public address system that will allow for recording of sessions and can accommodate 12 microphones.
- Access to food services.
- Separate room for counting ballots for 12-15 people.
- Room for the Auxiliary Office that can be locked.
- Area for registration.

2. Lodging

- Hotel rooms in the Host Town/City for 500 (to accommodate both Legion and L.A.). Hotel rooms must be pre-booked with a contract confirming prices. The rates and bookings must be held for 30 days prior to convention.
- Some handicapped accessible rooms.
- Access to food services including; breakfast, lunch and dinner.
- Optional camping facilities to accommodate trailers.

3. Transportation

- If sessions are held away from the main lodgings, there must be bus or van shuttle service to get delegates to the sessions.
- Parking at the sessions as well all other venues including the Branch.

4. Sponsors

- Sponsors should be approached to determine their willingness to assist with items like transportation, food, facility rentals, etc.

5. Evening Barbeque

- All delegates are given a ticket to attend. The cost is included in the registration fee. The facility holding the barbeque must be large enough to handle all the delegates, guests and Ladies Auxiliary. Arrangements for parking and bus or van shuttle service must also be made.
- All other activities are at the discretion of the Branch.

Responsibilities of Alberta-NWT Command

1. Financial

- Sign agreements and pay for all rental facilities and equipment.
- Deposit of the registration fees.
- Cost of barbeque.

- Convention hall.
 - Public Address System.
 - Office space, furniture, photocopier, telephone.
 - Committee rooms with chairs.
 - Cash registers, floats.
 - Tables.
 - Transportation costs from hotels to the Convention hall.
 - First aid station and first-aiders.
2. Organizational
- Send out the Convention Call packages.
 - Organize the business sessions.
 - Contact guest speakers.
 - Send out invitations.
 - Prepare and provide Convention book.
 - Provide convention bags.

Responsibilities of the Host Branch

- Elect a LAC Chair.
- Establish Sub-Committees.
- Liaise with the Ladies Auxiliary.
- Liaise with the Command Sergeant-at-Arms.
- Set up for the opening ceremonies.
- Wreath laying and Parade.
- Bugler.
- Piper.
- Organize cadets.
- Registration.
- Produce the Souvenir Convention booklet (selling advertisements).
- Stuff Convention bags (supplied by Command).
- Any cost over-run is the responsibility of the Host Branch.
- Submit a report on the activities of the Convention with suggestions.

Place and Date

Provincial Command Conventions are held biennially on a date determined by the Command Executive Council. The opening ceremony is held on Saturday morning with business sessions starting at 1300hrs. The Convention ends with the installation and closing ceremonies on Monday.

Host Branch Committees

Local Arrangements Committee (LAC)

The LAC Committee consists of volunteers from the Host Branch that will work in conjunction with the Alberta-NWT Command to organize the Provincial Convention. The Host Branch will advise Alberta-NWT Command of the elected Chairman of the LAC. The Chairman will be the main contact with Command. The LAC will meet monthly and provide minutes of their meetings to the Command Office.

After Convention, the LAC will submit a report to Command on hosting the Convention with recommendations for future Conventions.

The LAC will be made of the following Sub Committees:

Facility – Note: *(This Sub-Committee must complete their task prior to November of the year the convention is awarded)*

- Provide a list of recommended lodgings and prices accompanied with contact information for delegates.
- Provide information on recommended locations to hold business sessions.
- Make arrangements to provide food and beverages for sale during the business sessions.

Souvenir Book

- Produce the souvenir book by selling advertising space to businesses and other Branches.
- Arrange for the printing of the books.
- All funds collected will be retained by the Host Branch.

Registration

- Provide volunteers to collect registration fees.
- Set up registration area.
- Collect items for the Convention bags.
- Stuff Convention bags (provided by Command) and deliver them to the registration area.
- Hand out Convention bags at registration.

Parade and Opening Ceremonies

- Get permission to parade through the streets if required.
- Retain a band for the parade and or to play during the opening ceremonies.

- Arrange for a bugler for Last Post and Reveille.
- Arrange for a piper for Lament.
- Appoint a Parade Marshall.
- Arrange for a colour party.
- Ensure wreaths are available at the cenotaph.
- Work with local Cadet Corps to assist with the ceremonies.
- Arrange for a Padre.

Entertainment

- Provide Command with a proposed budget for the Saturday Barbeque.
- Make arrangements for social activities to occur after the business sessions and workshops are completed.
- Arrange for Emergency Medical Personnel to be on site.

Sergeant-at-Arms

- Work with the Command Sergeant-at-Arms to organize the Parade.
- Organize an 8 person colour party.
- Assist with the colours in the convention hall.
- Provide assistance during the wreath laying.
- Provide security during business sessions.
- Secure doors during elections.
- Assist with closing ceremonies and installation of officers.

Transportation

- Provide Command with two (2) quotes for transportation of delegates to and from the convention centre.
- Provide assistance and or transport for those unable to walk in the parade.
- Provide transportation options for delegates to branch social functions.

Alberta-NWT Command Responsibilities

Financial Responsibilities

Alberta-NWT Command will be responsible for signing all lease/rental agreements and the costs associated with the lease/rental agreements. The delegate's registration fees will be given to Alberta-NWT Command to offset the costs associated with the Convention.

Convention Call **Note** attach a copy to appendix****

The Convention Call is sent to all Branches by Alberta-NWT Command Office in January of the Convention year. Included in the Convention Call package are the advertising rates for the Souvenir Book produced by the LAC, accommodation listings, a schedule of events and information on credential certificates and voting.

Appendix A - Convention Bid Submission form

Date of Proposal: _____

Name of Branch: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____

Number of Members: _____ Number of Active Members: _____

Branch Capacity: _____ Population of the Town/ City: _____

Locations for Legion Sessions:

_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____

Locations for Ladies Auxiliary Sessions:

_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____

Hotel List:

_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____
_____	Capacity: _____	Cost: _____

Submitted by: _____

District Commander: _____ Print _____ Date: _____ Signature _____

Appendix B Time line

In the year of last Convention

September 30 th	Submit Bid Proposal to District Commander
October	Command Committee to review bids
November	Command to award bid

Year Prior to the Convention

January	Command to enter into lease agreements with facilities LAC chairman appointed by the Branch and all Sub-Committees to be established
February to November	Get organized
December	Branch to submit advertising rates and information to be included in the Convention Call package

Year of the Convention

January	Send out Convention Call packages by regular mail and email to all Branches
March	Finalize the details of the Convention
May	Command to advise on estimated number of delegates from reported credentials
June	Convention

Appendix C Call Package ??????