



**DEPARTMENT OF WEST VIRGINIA
MARINE CORPS LEAGUE**

**GUIDEBOOK FOR HOSTING
THE DEPT. OF WV STATE CONVENTION**

2017 - 2018

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1. DETACHMENT CONSIDERS HOSTING A DEPT. OF WV STATE CONVENTION

The Detachment Commandant will appoint a Convention Chairman to research the possibilities of hosting the convention and to review the Guidebook to host the Dept. of WV State Convention.

When considering hosting a Department Convention the Detachment Commandant along with the convention Chairman should contact the local Convention and Visitors Bureau (CVB) and setup a meeting to discuss the possibility of hosting a Dept. Convention in their area. If there is not a CVB in your city, contact the area Chamber of Commerce. If that is unsuccessful contact the hotel group sales office directly.

The Convention Chairman will report back to the members under Special Committees as per MCL Ritual during detachment meetings.

After reviewing the Guidebook and prior to voting to place a bid to host the Dept. convention, the Convention Chairman will discuss what commitments will be required of detachment members to host the event. The Chairman will also discuss what the advantages are for the detachment to host a Dept. of WV Convention.

Examples:

Commitments: Detachment members will be requested to participate and serve as Chairman and committee members on several committees that will be formed to accomplish tasks, share the workload and make the convention a success.

Advantages: Financial gain for the detachment and their city, increase in visibility for the detachment with businesses and the community for future projects, fundraisers and recruiting efforts. Most importantly, advancing the detachments ability to work as a team to accomplish future goals together.

Committees required to be formed:

Welcome and Registration Committee
Convention ad book committee
Dept. of WV HWW Scholarship Auction Committee
Fundraising Committee
Color Guard, Flag raising committee
Memorial service committee
Hospitality room committee
Banquet committee
Speakers and Distinguished guest invitation committee

After open discussion with detachment Officers and membership, the Chairman will request permission from the body in the form of a motion to prepare a bid for their

detachment to host the Dept. Convention, or decline to proceed. Ensure inclusion with det. Minutes.

2. PLACING THE BID

Bids for the Dept. of WV Convention will be submitted to the Dept. Time and Place Chairman (Dept. Senior Vice Commandant) as per Dept. of WV Bylaws and Administrative Procedures.

SECTION 104 - TIME AND PLACE - DEPARTMENT CONVENTION –

The Department Convention shall be held between May 1st and July 15th each year. Bids for each Department Convention shall be made at any Department Meeting. Only the Detachment Commandant shall have the authority to bid for the next Department Convention. In the absence of satisfactory bids, the Convention Committee shall determine the date and location of the next Convention. In the event that the Convention Committee reaches no decision, the final decision will then be left to the Department Board of Trustees. This final decision shall be made no later than the Mid-Winter Meeting of the Department prior to the Convention.

3. DETACHMENT CONVENTION CHECKING ACCOUNT

The hosting detachment should consider setting up a Det. Convention checking account in the event they secure the bid to host the Dept. Convention. This should be done in the form of a motion by the Convention Chairman in a detachment meeting. The Detachment Commandant and Paymaster's names should be on the signature cards for this account. After the conclusion of the convention and after all bills are payed, the account may be closed and the balance transferred into the regular det. bank account.

4. HOST HOTEL PROCEDURES FOR DEPT. OF WV CONVENTION

1. To host a Department Convention the property must have the following:

- a) Adequate meeting space for registration, Professional development training, Dept. Committee meetings (breakout rooms), a hospitality room and the MODD Pack Growl on day 1. Provide meeting spaces for the Dept. Memorial Service, general business meeting and closing Convention banquet on Day 2.
- b) Catering on sight or caterer contracted to serve the hotel.
- c) Sleeping rooms available for the Convention room block of a minimum of 30 sleeping rooms over the selected dates of the convention.
- d) provides free breakfast and parking with the room price.
- e) Hotels should be willing to negotiate a discounted group rate for the hosting the Convention be sure to ask if the hotel will honor the Government Per Diem room rate for a Military Group)

f) Leverage hotels one against the other for best price for those members attending. The lower the cost, the more members will attend. When considering a site, factor in the distance to travel, room rate plus tax, meals, banquet costs and incidental costs to attend.

g) Consider asking the hotel to donate the hospitality room for a full-page ad in the det. Convention ad book.

Detachments have IRS 501 (c) 4 status and once they incorporate within their respective state as a nonprofit (not for profit) corporation, they have the ability to save money for the attendees of their Dept. Convention on state taxes.

Attendees can be instructed to make their payment arrangements for their hotel room via the hosting detachment to cut their overall cost down on attending the convention.

The detachment would have to ensure that they notify the members that if anyone makes their own arrangements with the hotel, they would not save state tax as they have to go through the detachment to save the state tax.

Once the convention is over, the detachment would pay the hotel for all the rooms they arranged. They would have to fill out a certificate for the tax exempt for the tax exemption. This would not save the county room occupancy tax though.

The detachment would have to work with the hotel to determine the room cost plus county occupation tax, so they could ensure they received enough money from the attendees to cover their room cost. This process would save about \$15 to \$20 per attendee.

DAY 1

2. Setting up for registration, Professional Development training and MODD Pack

Growl:

Note: These events can take place in one big room as they start at different times on the Dept. Convention Schedule.

a) The meeting room for these events should be set up with an 8' deep x 28' wide x 18" high dais or stage with steps on either side at the front of the room with two 6' skirted tables on each side (total of four 6' tables) and a podium in the middle with microphone. An American flag and a Marine Corps flag should be posted in front of the dais.

b) The chairs should be set up half Classroom style (first three rows of chairs with 12" wide x 6' tables) and half theater style (last three rows chairs only). There should be enough seating for 100 to 150 attendees. (Amount of requested seating depends on registration numbers.)

c) There should be a 4' perimeter walkway around the outside of the room and a 6' walkway /isle in the middle of the room.

- d) There should be a microphone set in the isle for comments from the floor.
- e) There should be two chairs at either side of the doorway inside the room for the Sergeant at Arms and guests.

3. Setting up Breakout rooms for Commandants Council and Dept. Committees:

- a) Breakout rooms should be set up Classroom style (12" x 6' tables with two chairs at each table) With a 6' skirted table at the end of the isle.
- b) There should be a 4' perimeter walkway around the outside of the room and a 4' walkway /isle in the middle of the room.

4. Setting up Hospitality room

- a) Make sure you discuss the hotel's policy on Hospitality rooms. These policies differ from property to property.
- b) The Hospitality room set up is a little different. You should have 24" x 6' tables set up around the perimeter for food and memorabilia items for sales.
- c) The interior of the room should have 8' round tables with table skirts or clothes and 8 chairs. Set up enough seating for $\frac{3}{4}$ of your registered attendees.
- d) Leave one corner open at the front of the room farthest away from the door for the bar area.
- e) Request the hotel to donate space for the Hospitality Room in return for a free ad in your ad book. Open the Hospitality Room on Friday night from 5 p.m. until 11 p.m. The hospitality room may be reopened for lunch on Saturday if available and desired by the hosting detachment.

DAY 2

5. Setting up for Memorial Service and General Session Meeting Space:

- a) The meeting room for the General Session should be set up with an 8' deep x 28' wide x 18" high dais or stage with steps on either side at the front of the room with two 6' skirted tables on each side (total of four 6' tables) and a podium in the middle with microphone. An American flag and a Marine Corps League flag should be posted in front of the dais.
- b) The chairs should be set up half Classroom style (first three rows of chairs with 12" wide x 6' tables) and half theater style (last three rows chairs only). There should be enough seating for 100 to 150 attendees. (Amount of requested seating depends on registration numbers.)
- c) There should be a 4' perimeter walkway around the outside of the room and a 6' walkway /isle in the middle of the room.
- d) There should be a microphone set in the isle for comments from the floor.
- e) There should be two chairs at either side of the doorway inside the room for the Sergeant at Arms and guests.

6. Setting up for the closing Banquet:

- a) First you need to sit down with hotel banquet staff or caterer to pick out a menu and negotiate pricing.
- b) A head table should be set up for distinguished guest on an 8' deep x 28' wide x 18" high dais or stage with steps on either side at the front of the room with two 6' skirted tables on each side (total of four 6' tables) and a podium in the middle with microphone. An American flag and a Marine Corps flag should be posted in front of the dais.
- c) Rounds of eight should be set up to accommodate those registered for the banquet.
- d) There should be a 4' perimeter walkway around the outside of the room and a 6' isle in the middle of the room.

Note:

Please review the Department Meeting Schedule with the hotel event planner and Detachment Convention Committees to ensure all aspects of the convention are covered. The Dept. Meeting Schedule is subject to change, confirm schedule with the current Department Commandant during the planning stages. The schedule from the 2017 Dept. of WV Convention is on the next page.

**2017 MCL Department Meeting Schedule
Department of West Virginia
Charleston, WV
MAY 5-7, 2017**

Friday, May 5, 2017

0600-0945 Breakfast

0900-1200 MCL Registration

1000-1200 MODD Registration

1200-1300 Lunch on your own

1300-1600 MCL Registration

1300-1600 MODD Registration

1300-1600 Professional Development Training

1300-1700 Department Audit Committee

1600-1700 Commandant's Council - Detachment Commandants/Staff Officers meeting

1700-1830 Dinner on your own

1700-2230 Hospitality Room open

1830-1900 MODD Pack Board Meeting*

1900-2100 MODD Growl of the Pack

* At call of Department Commandant, MCL; Pack Leader, MODD, PMOY
Chairman

Saturday, May 6, 2017

0600-0930 Breakfast

0800-1000 MCL registration

0800-0815 Flag-Raising Ceremony

0820-0930 Memorial Services, all hands attending

0930-0945 Department Budget Committee Meeting*

0930-0945 Department Nominations Committee Meeting*

1000-1200 MCL Business Meeting

1200-1315 Lunch on your own

1315-1600 MCL Business Meeting

1615-1640 New Officer Installation & Department Officers' Meeting

1800-1900 Formal Reception

1900 Grand Banquet

* At call of Chairman for Budget and Nominations Committee

5. WELCOME AND REGISTRATION COMMITTEE

Promote the Dept. convention prior to opening dates: By November 20 prior to hosting the Dept. Convention. Provide written directions to the hotel, include info on room rate plus tax, free parking, Wi-Fi and breakfast as well as a registration sign-up sheet, to the Dept. Newsletter editor for December addition of the Straight Scoop and to Dept. Web Sgt. Information will run concurrent in the Dept. Newsletter and on Dept. website until start of Convention. You may also provide hand outs and brochures to members at the January Dept. Quarterly meeting to promote the convention and increase attendance.

Example of Dept. Convention info for Dept. Newsletter:

2017 Department of West Virginia Convention will be May 5-7, 2017 at the Town Center Marriott, 200 Lee St E, Charleston, West Virginia 25301. Tel: 304-345-6500 Herbert J. Thomas Detachment 957 will be the host detachment. Rooms rate: \$109.00 plus tax, RESERVATION CODE - **Marine Corps League**. banquet: \$28.00 Free breakfast and parking. Reservations can be made after Feb 1. Ad book will be available. Website: marriott.com. Amenities: Free Garage Parking (non-valet), Wi-Fi, Indoor Pool, Fitness Center, Business Center & Airport Shuttle. Guaranteed Check-in – 16:00. Check-out – Noon. Cutoff Date: To have your room reserved, name tag printed and packet prepared before your arrival you must be pre-registered by 27 April 2017.

Pay close attention to the way the Registration Desk will refer to the Convention when registering guests. The last Convention was listed as the MCL Convention but when detachment members called in and asked for a room under the Marine Corps League block of rooms they were told that none were available. The registration desk did not make the connection between MCL and the Marine Corps League name thereby some members may have booked rooms at other hotels.

At the 2017 Dept. Convention a “Tracking” database was created by the Det. Adjutant/Paymaster and Web Sergeant to keep up with online (Website), Marriott and Mail-in registrations and synchronize the information for accuracy. The system worked flawlessly.

1	A	B	C	D	E	F	G	H	I	J
2	DETACHMENT #	NAME	TITLE	REGISTRATION	DINNER	PAID	CHECK-IN			
3	#339, Hicks-Hamrick									
4	#339, Hicks-Hamrick	Gary Roberts	Commandant	X						
5										
6	#340, Huntington									
7	#340, Huntington	Randy "Doc" Thomas	Commandant	X	X	X				
8	#340, Huntington	Rick Shank	Commandant	X2	X					
9	#340, Huntington	Kimberly Shank	Scholarship		X					
10	#340, Huntington	Denny L. Wood	Dept. Sgt. At Arms	X	X					
11	#340, Huntington	Benjamin Fetty	Dept Chief of Staff	X2	X		X2			
12	#340, Huntington	Linda Fetty			1 Veg					
13	#340, Huntington	Hershel Woody Williams	Dept. Legislative Officer	X	X		X			
14	#340, Huntington	Ron Wroblewski	Past Commandant	X2	X		X2			
15	#340, Huntington	Cheryl			X					
16	#340, Huntington	T.A. (Stan) Legge		X2	X		X2			
17	#340, Huntington	Jane Legge			X					
18	#340, Huntington	Roy Marcum	Captain Honor Guard	X	X		X			
19	#340, Huntington	Roy Estep	V.A.S.	X	X		X			
20	#340, Huntington	Jimmie R. Snyder		X	X		X			
21	#340, Huntington	John Roberts		X	X		X			
22	#340 Guest	Andrea Arline	Scholarship		X		X			
23	#340 Guest	Olivia Arline			X		X			
24	#340 Guest	Alexandria Arline			X		X			
25	#340 Guest	Andrew Arline			X		X			
26	#340 Guest	Sandra Arline			X		X			
27										
28										
29	#342, Monongalia County	Chuck Ghuste	Commandant	X	X					
30	#342, Monongalia County	Laura Ghuste		X	X					
31										
32	#577, Danny M. Greene	David Finley	Commandant	X	X		X2			

Example of Mail in Registration form:

**2017 Department of West Virginia Marine Corps League Convention
May 5-6, 2017 at the Town Center Marriott,
200 Lee St E, Charleston, WV 25301**

marriott.com

(304) 345-6500 – CODE-MarineCorpsLeague

- Guestrooms are \$109.00 per night and include two (2) full breakfasts per room daily.
- Free Garage Parking (non-valet), Wi-Fi, Indoor Pool, Fitness Center, Business Center & Airport Shuttle.
- *Guaranteed Check-in – 16:00 * Check-out – Noon*

Dinner Menu:

- **Full – Baked Steak, Mashed Potatoes, Salad, Seasonal Vegetables, Coffee, Tea, and Dessert – \$28.00**
- **Veggie Option – Available upon request in-advance.**

TO HAVE YOUR ROOM RESERVED, NAME TAG PRINTED AND PACKET PREPARED PRIOR TO YOUR ARRIVAL, YOU MUST BE PREREGISTERED BY 27 APRIL 2017.

Please make your check payable to “HJT Det. 947 Marine Corps League Convention,” and mail it and your completed registration to:

**W. Jean Lamb - Adjutant
Herbert J. Thomas Memorial Detachment #947**

PO Box 11203
 Charleston, WV 25339

ATTENDEE		GUEST	
NAME:		NAME:	
TITLE:		TITLE:	
DEPT/DET:		DEPT/DET:	
ADDRESS:		ADDRESS:	
CITY/STATE/ZIP:		CITY/STATE/ZIP:	
PHONE:		PHONE:	
EARLY REGISTRATION	# PERSONS	@\$5.00 EACH =	\$
REGISTRATION	# PERSONS	@\$7.00 EACH =	\$
DINNER TICKET(S)	# TICKETS	@\$28.00 EACH =	\$
	GRAND TOTAL =		\$

Recommendation from 2017 hosting detachment:

The registration was set up on line and the process was extremely efficient. It is very important to have individuals on the registration desk that are workers who can, at times, set a fast pace in getting individuals registered thus creating no back log of people waiting to get registered.



We had a Lanyard identification card established for each individual registered and it provided a great ID for the Convention. They were "QR" coded for each registrant into our tracking database for full verification of status.

Attendees from 2017 Dept. of WV Convention:

<u>Detachment</u>	<u>Convention Registrants</u>	<u>Dinner Registrants</u>
340	13	20 (6 scholarship members)
342	2	2
577	10	13 (4 scholarship members)
771	5	4
947	12	8
956	7	14 (7 scholarship members)
957	4	4
981	2	9 (6 scholarship members)
1065	2	4
1087	6	7
1143	0	0
1180	11	11
Mideast Div.	3	3
Special Guest	4	4
Total	87	103

Example of Media Correspondence for local news media to support the Dept. Convention:

FOR IMMEDIATE RELEASE

Contact: Jean Lamb

**Public Relations Officer
304 595-1482**

**Herbert J. Thomas Memorial Detachment #947 of the Marine Corps League
to host Convention**

Charleston, West Virginia – May 1, 2017 - The Herbert J. Thomas Memorial Detachment #947 Marine Corps League (MCL) along with the Charleston Convention and Visitors Bureau has successfully secured the Dept. of WV MCL 2017 State Convention to be held in Charleston, WV. The MCL State Convention has generated extraordinary interest around the State. In excess of 200 Marines (both active and retired) with their families are expected to converge on the Charleston Town Center Marriott on May 5-6, 2017.

A Flag raising and Memorial Service will be conducted on Saturday morning to honor Gold Star Mothers and Families as well as Marines and Veterans that have paid the ultimate sacrifice for our freedom. U.S. Senator Shelley Moore Capito and Kari Blankenship, Promotions Manager for the WV Lottery are scheduled to welcome and address the delegates during the general business meeting and an election of MCL State Officers will follow.

The Department of West Virginia Marine Corps League is an all-volunteer Marine Veterans Organization and has been active in our state since 1947. There are currently 13 Detachments and over 800 members in the State of WV. Some of the many programs they support include WV Legislative Programs supporting Veterans rights and benefits,

Veterans Affairs Voluntary Services, the Dept. of WV MCL Hershel “Woody” Williams Scholarship Fund, Toys-For-Tots and the Gold Star Families Memorial Monument Foundation. Detachments support one another as well as other VSO’s in Veteran and Community based programs and events throughout the State of WV. It is not unusual to see a Marine Corps League Color Guard or Honor Guard detail wearing their signature red blazers at various events in the community.

The Department of West Virginia Marine Corps League is at the forefront of Veteran suicide prevention, directly working with the West Virginia Department of Veterans Assistance’ “West Virginia 22” Suicide Prevention Program. Huntington VAMC Chief of Mental Health Services Dr. Shane Arnett will speak to the membership during the convention to provide guidance on Veteran Suicide Awareness and Prevention.

All detachments in the Dept. of WV MCL have been very proactive, recognizing and educating members on how to assist fellow Veterans in distress. They are networking with the Governor’s office, Dept. of Veterans Affairs and the VA Medical centers in the State of WV to ensure Marines and Veterans contemplating suicide know they are not alone and help is available.

The MCL Marine for Life Network Program provides assistance to Marines transitioning out of service and coming back into civilian life and supports Marine Veterans and their families living to West Virginia.

For additional information visit the Dept. of WV MCL website at www.mcleaguedeptofwv.org., or contact Owen Stout, Commandant, Herbert J. Thomas Memorial Detachment #947, MCL at 304 342-2609 or via e-mail stout21548@hotmail.com.

Registration begins on Friday at 0900. Pre-registration is \$5.00 or \$7.00 at the door. The hosting detachment keeps the proceeds from registration. Hand out welcome packets and a copy of the ad book to each attendee. Record all registrations received prior to convention and at the door. Provide each registered delegate with a name tag. Include name, title and detachment. Name tags are to be worn during entire event to provide proof of registered Delegates to the Dept. Credentials Committee. If serving one or more meal choices at banquet you may include a color code to designate which type of meal was ordered to assist the catering staff at the banquet.

Ensure welcome signs or banners are set up at front entrance of the hotel to welcome your guests and promote the MCL.

Provide directions to the attendees from within the hotel on when and where events will take place.

Mingle with members from within the hotel to answer any questions and provide any assistance.

Compile an after-action report of total amount of funds collected and number of attendees to the Convention Chairman for his or her convention after action report to the Commandant.

Ensure registration table is set up for MODD. MODD is responsible for manning their table.

6. CONVENTION AD BOOK COMMITTEE

Prices for various pages in the ad book have usually been: \$100 full page, \$50 half page and \$25 quarter page and a price for business card and patron ads. The detachment can shop and get the best price for printing in black and white. Detachments will often purchase an ad in your book but it is not mandatory.

In selling ads, use a previous ad book from a recent convention to sell suggested ads. Be sure to go to your local Visitors Center and any veteran's organization in your area. Give free ad to businesses for food items for the Hospitality Room as well as for room decorations and or door prizes. Give free full-page ad to printer. Suggest ad to match cost of items. In selling ads, have members target selected businesses in your area. Brainstorm and write them down during one of your meetings as it saves time. Suggest those businesses that visitors might want to use. Don't waste your time trying to see fast food establishments, if they are corporate, because it takes too long to get the ad back. Accept free coupons from them to help promote event. Have the business make a check out to your Detachment and give them a pre-made receipt. There is no limit on the number of pages you can have in your ad book. Suggest making 150 copies and give a free copy to any business that purchases a half page or more.

When anyone wants to approach a corporation, business or resort to solicit sponsorship or advertising they must take certain steps to be prepared. The primary purpose is to target those areas where funds can be generated. When approaching a business, it's important to

be well versed in what your goal is. It may be to get sponsor or donation funds, sell ads or seek promotional items for resell or give away.

When gearing up your personal appearance is extremely important. Wearing business attire is desired as you want to present yourself as being professional. Since you will be promoting the MCL, it's important to wear the clothing of the league. Black trousers, dress shirt and cover is important since you are representing the league and appearance can mean the difference between winning or losing in the business world. Your time spent with any business executive manager or independent owner operator should always be cordial, friendly and professional as you are selling yourself as well as the Dept. convention. Good attitude and personality is the correct effect for projection.

One has to know which businesses or venues you want to target when selecting those that might want to offer something. Think like a tourist and this makes your job easier. Consider those activities that visitors or tourists might use. Some suggestions would be resorts, adventure trips, train rides, casinos, theme parks, hotels and restaurants, colleges, RV sales, Sporting goods stores Cabala's or boat sales, convenience stores/gas stations, cruises, real estate realtors, theatres, museums, chamber of commerce, hospitals or medical centers, veteran's organizations - Legion, VFW, DAV, VVA, etc., golf courses, camp grounds - lakes, rafting, DNR and other featured events or activities in your area. Another area might be to consider employment opportunities for selected businesses to solicit employees - prisons or law enforcement, trucking firms and coal and lumber industries.

Suggest making a list and use phone books to help select targeted areas. Look at the brochures offered in visitor centers and call or contact them. Most fast food establishments are corporate and will not get an ad. Suggest meeting with all volunteers who are going to assist you with your campaign. Go over all rules and brainstorm so each member knows everything about the convention and what is expected. They must be informed or their sales will suffer. Divide up your region into areas that can be managed by two or more members. Always go to a business or organization with at least two members and be professional at all times. Get all your informational material needed for the entire project. Have a copy of your ad price sheet, a copy of previous ad booklet, receipt copy and any other administrative forms you deem necessary. Have a list of targeted businesses that you want to contact for each volunteer within their respective area.

Visit the business and speak with the owner or manager and introduce yourself. Explain who you are with and what you are doing is assisting the Convention Committee that is bringing the MCL Dept. of WV Convention to their area. You are seeking either sponsors or donations and giving any of these businesses an opportunity to advertise throughout the State West Virginia as well as neighboring states within our Mid-East Division. You must tailor your presentation to the venue and give suggestions in how their ad is promoted in the ad booklet by all the attendees. Many members bring their wives and children as they consider this their annual vacation.

If they desire to make a monetary donation, give them a receipt and have them make the check out to the Marine Corps League. Talk to them about their ad and explain the prices, and show them samples from one of the past conventions. Be positive and informative as this makes the difference. If they do not have any ready ads, suggest that we might be able to generate one for them but it must be at least a half or full page. Business cards can be blown up to a half page. Suggest putting all ads in a folder with funds so you do not lose or misplace them as it's easy to do. Do not fold the ads and use a paper clip to put their check or funds with their ad as full accounting is necessary. Keep a running tally of all ads that you were able to obtain as well as any donated funds as a thank you letter should be sent to these sponsors after the convention. Get their full mailing address as well as contact person and phone number.

If they do not wish to donate funds or purchase advertising space, then suggest they might want to donate an item from their business for the Dept. Scholarship auction. Let them decide and remind them they can make a place card or use their business card to be placed with that item which will be given away and it will be viewed by all attendees during the event.

If the owner or manager is not there but if there is interest in helping, leave the info page and your phone number and tell them you will come back or the manager can contact you if desired. If it's many miles away, call the manager and speak with him/her and see if they have an interest.

Thank the owner/manager for their time. Take all your ads and donated items back to your home and keep in safe place. You should take or send your ads and any donations to the Convention Ad Chairman on a timely basis. Keep a list of potential areas and/or venues for follow-up. Keeping track of funds, ads and donated items is important and ensure you issue a receipt for anything received.

Cover of program book to stay uniform with past conventions. Dept. Commandants welcome letter will be placed inside front cover of ad book as well as the schedule of events for the convention.

Note from 2017 hosting detachment:

All members were assigned the task of getting ads for the Program Booklet. This committee suggests that this process start early because the later you start the less likely you will get ads. We cannot stress enough how important it is that full participation is taken by all Detachment members in securing ads.

7. FUNDRAISING COMMITTEE

Ensure a Detachment 50/50 is conducted on Friday during registration. Ensure their name is written on the raffle ticket to assist the det. in locating the winner later. Draw Detachment 50/50 after Pack Growl secures in hospitality room.

Work with Ad Committee to acquire items in exchange for an ad to raffle off or sell on Friday during registration and in the hospitality room.

Note from the 2017 hosting Detachment:

Detachment #947 immediately went into convention mode and meetings were held as to how to organize the Convention and ways to bring monies to help defray the costs of the Convention. It was decided to hold a 50/50 and a “silent auction.” These two areas brought in \$1,100 dollars to help cover the cost of the Convention. Early fundraising is essential, no matter how structured one is with finances, there are always unforeseen expenses. Suggest that this process start early because the later you start the less likely that you will get quality items. A good source of new items can be secured by requesting items from advertisers in partial or full value of a full-page ad.

8. HOSPITALITY ROOM COMMITTEE

Work with Ad Committee to acquire items for the hospitality room in exchange for full page ads. (drinks, food, decorations, coolers). Work with Fundraising Committee to set up any raffle or auction items for the detachment in the hospitality room. Ensure hospitality room is prepared and stocked for attendees. Ensure that someone from the hospitality room committee is in the room when it opens at 5PM on Friday and to ensure the room is secure when it closes that evening.

9. COLOR GUARD, FLAG RAISING COMMITTEE

Ensure Hotel has a new US Flag and a USMC Flag for the flag raising on Saturday morning. Ensure the Color Guard detail conducts a walk-through exercise for raising the colors prior to the flag raising. MCL members, MCL Young Marines units or local USMCR units may conduct the Flag Raising and taps may also be played.

Ensure uniforms are squared away on the detail and work with the Dept. Sgt-At-Arms to form up members in the proper designated location for the start of the event.

10. MEMORIAL SERVICE COMMITTEE

Promote the Memorial Service within your community.

Invite Gold Star Mothers and families in your area to the Memorial service.

Ensure a welcoming detail is outside to assist Gold Star Families and attendees to the service. Work with Dept. Chaplain to coordinate the service and ensure proper number of roses are ordered. Red for fallen service members, white for GSF. Roses can be secured by offering a full-page ad. Roses should be placed in a vase during the service and the vase of roses can be auctioned off later for the Scholarship auction.

Coordinate with Dept. Sgt-At-Arms to ensure a smooth event.

Example of Memorial Service Program from 2017 convention:



2017 Dept. of WV Marine Corps League Convention

Saturday, May 6, 2017, 8:30 am

Call to attention - Department Sgt. At Arms

Post Colors - St. Albans High School Marine Corps JROTC

National Anthem by Nikki Cole

Welcome - Department Commandant Rick Shank

Invocation - Department Chaplain Frank Armentrout

Amazing Grace sang by Nikki Cole

Gold Star Family Recognition

Rose Presentation

Roll Call of Remembrance, Deceased MCL Members

Call to Attention - Department Sgt at Arms

Taps

Message - Department Chaplain Frank Armentrout

Song by Nikki Cole

Prayer of Dismissal - Department Chaplain Frank Armentrout

11. SPEAKERS AND DISTINGUISHED GUEST INVITATION COMMITTEE

Speakers for the opening ceremony of the general business meeting and the closing night banquet should be chosen and contacted. Someone within state government or another distinguished person or local celebrity should be contacted and scheduled for the event. Always have a back-up speaker prepared for the closing banquet. Establish time limits for speakers. 5 min. max time limit per speaker at general business meeting and 15 max time limit for Convention Banquet speaker. Coordinate with Dept. Staff to ensure a smooth event. Ensure the banquet speaker gets a gift for speaking.

12. BANQUET COMMITTEE

Assist Convention Chairman with selecting the banquet meal. Ensure program with speaker's bio is at every table. Ensure POW/MIA table is set up at banquet and recognized by Dept. Chaplain. Ensure water and or tea is at every table. Ensure MCL decorations, banners and colors are posted. Ensure a cash bar is available for the social hour. Suggest having a Photographer taking pictures of the event. Design a program for the banquet with bio of speaker inside. Work with Dept. Sgt-At-Arms to ensure a smooth event.

Example of inside cover of Convention Banquet Program:

2017 MCL DEPARTMENT CONVENTION DEPARTMENT OF WEST VIRGINIA CONVENTION BANQUET		
CHARLESTON, WV MAY 6, 2017 AT 1900		
MASTER OF CEREMONIES	PAST DEPT. COMMANDANT RICHARD L. SHANK II	REMARKS BY SPEAKER LT. COL. ROB FERGUSON
INVOCATION	DEPARTMENT CHAPLAIN FRANK ARMENTROUT	REMARKS NEW DEPARTMENT COMMANDANT
POST COLORS	DEPARTMENT SGT-AT-ARMS DENNY L. WOOD	DETACHMENT MEMBERSHIP AWARD DEPARTMENT JR. VICE COMMANDANT JERRY L. BAIN
PLEDGE OF ALLEGIANCE	DEPARTMENT SGT-AT-ARMS DENNY L. WOOD	DEPARTMENT AWARDS CHAIRMAN DONALD E. DEARTH
WELCOME REMARKS	PAST DEPT. COMMANDANT RICHARD L. SHANK II	PISTOL RAFFLE DRAWING CHAIRMAN DENNY L. WOOD
RECOGNITION OF DIGNITARIES	PAST DEPT. COMMANDANT RICHARD L. SHANK II	DEPARTMENT MARINE OF THE YEAR CHAIRMAN CHUCK COOPER
REMARKS BY DIGNITARIES		SCHOLARSHIP AUCTION CHAIRMAN JOHN B. NANNY
POW/MIA TABLE CEREMONY	DEPARTMENT CHAPLAIN	CLOSING REMARKS PAST DEPARTMENT COMMANDANT
GRAND BANQUET		BENEDICTION DEPARTMENT CHAPLAIN FRANK ARMENTROUT
INTRODUCTION OF GUEST SPEAKER	PAST DEPT. COMMANDANT RICHARD L. SHANK II	MARINE CORPS HYMN

Example of outside cover of Convention Banquet Program

**2017 DEPARTMENT OF
WEST VIRGINIA
MARINE CORPS LEAGUE
CONVENTION BANQUET**



**MAY 6, 2017
MARRIOTT TOWN CENTER
CHARLESTON, WEST VIRGINIA**

**HOSTED BY:
HERBERT J, THOMAS
MEMORIAL DETACHMENT 947
CHARLESTON, WEST VIRGINIA**

OUR GUEST SPEAKER

Robert W Ferguson Jr.
<http://www.linkedin.com/in/robertwferguson>



Rob Ferguson served in the Marine Corps for more than twenty-one years and attained the rank of Lieutenant Colonel. His operational experiences include numerous command and staff assignments in logistics, recruiting, and recruit training. He is a combat veteran of the Persian Gulf War and received the Bronze Star for his service during the war.

His service in Washington, D.C. includes four years as a senior logistics policy manager for Marine Corps headquarters. During this period, he was handpicked by the most senior Marine Corps leaders to travel nationally and internationally to brief senior leaders on emerging logistic policy and supply chain management trends.

Upon retirement from active duty in 2000, Rob initially served as a director of marketing and sales manager for Petroleum Products Fleet Fueling, a locally owned and operated West Virginia Company.

Governor Joe Manchin appointed, and the West Virginia Senate confirmed, Rob Ferguson on January 12, 2005, as the cabinet secretary for the Department of Administration. Acting Governor Earl Ray Tomblin reappointed Rob to the position in November 2010 and he continued to serve as Secretary until the general election. Rob served an unprecedented 7-year as cabinet secretary.

As the Cabinet Secretary for Department of Administration, Rob was responsible for the most diverse department in state government. The department oversees the following divisions and agencies:

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| The Public Employees Insurance Agency | The Information Services and Communications Division |
| The Consolidated Public Retirement Board | The Aviation Division |
| The Children's Health Insurance Agency | Public Defenders Services |
| The Board of Risk and Insurance Management | The Prosecuting Attorneys Institute |
| The Division of Personnel | The Ethics Commission |
| The Purchasing and Contracting Division | The Grievance Board |
| The Finance Division | The Leasing Division |
| The General Services Division | The Fleet Division |
| The Office of Technology | |

Rob currently is a Marine Corps JROTC teacher at Saint Albans High School and is the President and owner of Public Administration Navigators Inc., a consulting company providing a wide range of services to business and government.

Rob received a Bachelor of Science degree in Education with a teaching field in Biology from the Citadel in 1978 and is a 2000 graduate from National University with a Master of Arts in Management. He also completed the Senior Executive Training Program at the University of Pennsylvania's, Fels School of Government. The Council of State Governments selected Rob as Toll Fellow in 2008. Rob also served as President of the National Association of State Chief Administrators. He is active in several non-profit organizations and currently serves as the President of the Military Officers Association of America (MOAA) for West Virginia.

13. DEPT. OF WV HWW SCHOLARSHIP AUCTION COMMITTEE

Work with ad book and fundraising committees to secure donations for the HWW Scholarship fund auction. Secure a location to store all scholarship auction items donated by detachments, members and others at the start of the convention. Secure an auctioneer or appointed person to conduct the auction. Ensure all items in the auction are in view and placed on or by tables during the social hour prior to the banquet, this will allow attendees to view auction items prior to the auction and save time during the auction. Have a detail of at least three members to assist the auctioneer during the auction. Coordinate with the Dept. Scholarship Chairman to ensure a smooth event. Have a place set for Dept. Adjutant/Paymaster to record auction results.

14. CHECK LIST AND PROTOCOLS

Friday morning walk through with Dept. Commandant/Sgt-at-Arms

Welcome signs for attendees and meeting location signs setup.

New US Flag and USMC Flag on hotel flag pole for flag raising ceremony/detail ready.

Registration table setup – welcome packages/ad book/name tags ready.

MODD registration table setup.

Professional Development training room ready/coffee/water/pens/paper.

Committee break out rooms ready. (reference Dept. Meeting schedule)

Hospitality room setup ready.

All detachment fundraisers setup with appointed representative.

Scholarship auction items storage room ready.

Saturday morning walk through with Dept. Sgt. at Arms

Flag Raising detail walk through.

Memorial Service Check/ Gold Star families' escorts to service/roses.

General Business meeting check/ speakers for opening business meeting check.

Dept. Certificates for hotel and any guests. See Dept. Adjutant

Banquet setup and decorations and programs check.

Reminder call to guest speaker.

Gift for banquet guest speaker.

Dept. Commandant's room and banquet fee covered by host detachment.

Scholarship winners banquet cost covered by their home detachment/ informed by Dept. Scholarship Chairman.

Coordinate with all Dept. Staff ensuring a smooth event.

Compile a convention after action report for the detachment files and give copy to the Department Commandant and Adjutant.

Prepared this date August 1, 2017

PDC Roger Ware Dept. of WV

PDC Mike McLain Dept. of WV

PDC Rick Shank Dept. of WV

Herbert J. Thomas Memorial Detachment 947:

Owen Stout Commandant HJT Det. 947

Jean Lamb Dept. of WV Public Relations Officer

Mike Lynon Dept. of WV Historian/M4L

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