

# DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE



## CONVENTION / CONFERENCE PLANNING GUIDE

**Established: 11 June 2005**

**Amended:**

**17 Oct 2006, 19 June 2010, 6 July 2010, Oct 2010, March 2011, June 2011, Oct 10, 2012, August 2018**

**Revised/Updated: APRIL 2024**

## **QUICK STEPS TO FOLLOW WHEN CONTEMPLATING HOSTING A DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE CONFERENCE**

DOF Convention Chair will publish a “Bid Request” to all Detachments, MCL Auxiliary and Florida Pack.  
Request will include deadlines and other details  
~Bid Request will go out in January for the Fall Conference  
~Bid Request will go out in July for the Spring Conference

- 1 Detachment/Pound/Unit, who is thinking about hosting a Conference should request “RFP [Request for Proposal] template” from DOF Convention Chair.  
It will assist in understanding what is needed for a Conference  
Use the RFP when contacting Hotels
- 2 When considering a property, it must have adequate Meeting Room space for numerous meeting, large Banquet Room and adequate Registration area and several ADA [handicap accessible] guestrooms. Easily accessible from the highway with nearby restaurants
- 3 When a location has met all the criteria to hold a Conference, request that the Hotel submit a proposal for the appropriate dates  
~Spring Conference is typically held early April [not Easter weekend]  
~Fall Conference is typically held early October
- 4 Prepare and submit [email] a Conference Bid to the DOF Adjutant, DOF Commandant and DOF Convention Chair by the published deadline
- 5 If the property has not been used for a Conference or Convention recently or ever, or has undergone major renovations, a “Site Inspection” is required by DOF Convention Chair, DOF Commandant and/or other designee
- 6 Bid Request will be reviewed by DOF Convention Chair & DOF Commandant and if after a “Site Inspection”, the property is deemed acceptable, the Bid will be presented at:  
~DOF Spring Conference for a vote by the Membership on the location for the Fall Conference  
~DOF Fall Conference for a vote by the Membership on the location for the Spring Conference
- 7 After the vote/approval of the Bid, obtain the Contract from the selected Hotel.

- 8 BEFORE signing the contract, email copy to DOF Convention Chair & DOF Commandant for review. IF approved by Commandant, the contract will be emailed to Judge Advocate for review. The contract must be approved by the DOF Commandant and the DOF Judge Advocate. Hosting Det/Unit/Pound will be so notified by DOF Commandant  
Note: The Department Commandant's Name will appear on the Hotel contract to receive any "Meeting Planner/Rewards" points
- 9 After approval has been received from DOF Commandant & JA, Detachment Officers/FL Pack Officers or MCLA Officers sign the contract with the Hotel to secure the dates and arrangements
- 10 Prepare a Conference Packet to contain a Welcome Letter from DOF Commandant, Hotel & Reservation information, MCL Registration Form, MCLA Registration Form, Banquet RSVP Form, Book Ad Form, Schedule of Meeting/events  
[see examples of various Forms contained in this Guideline]  
When creating the schedule, be sure to check with all the various MCL Committees to determine if they need meeting space  
PDP typically holds training sessions at the [2] Conferences  
MODD does NOT hold "Advancement" at Conferences
- 11 The Schedule must be approved by the DOF Commandant, the Florida Pack Leader and MCLA President & reviewed by DOF Convention Chair  
BEFORE publishing
- 12 Send complete Conference Packet to DOF Commandant for approval
- 13 Once Conference Packet has been approved, send to DOF Adjutant for distribution to DOF Officers/Staff, District Vice Commandants for distribution to respective Detachments, Florida Pack for distribution to Pounds and MCLA for distribution to Units.  
Convention Chair will send Conference Packet to DOF Webmaster for posting on DOF website.
- 14 Request copy of Certificate of Liability Insurance from DOF Commandant or DOF Judge Advocate and forward to Hotel
- 15 Consult with DOF Convention Chair as needed with regard to Meeting Room set-ups, Registration Area, etc, etc
- 16 Hosting Detachment, Pound, Pack, AUX to provide Name Tags for each Registered Member

- 17 If Dignitaries/Guest Speaker have been invited, greet Dignitaries and assign Aide-de-Camp  
See Administrative Procedures Section 315
- 18 Provide “Welcome” Gift/Room Delivery for: DOF Commandant; MCLA President and Guest of Honor/Dignitary
- 19 The Conference Host will provide complimentary accommodations for the Department Commandant and MCLA President  
[3 days maximum]  
Along with any Dignitaries the Conference Host invitees.
- 20 Conference Host is responsible for Staffing Registration Area and distributing Name Tags and Banquet Tickets  
Also responsible for producing/publishing Conference Book  
NOTE: DOF MCL will be submitting several no-charge full page “informational” announcement/ads for the Conference Book.
- 21 Conference Host or Designee is responsible for hosting, staffing, etc the Hospitality Room
- 22 After-Action Financial Report must be submitted to the DOF Commandant and DOF Convention Chair within 15 days after the completion of a Conference
- 23 Per Administrative Procedure Section 310,  
\$2.00 of each Registration Fee goes back to Department of FL  
10% of any profit from the Conference Books goes to Dept of FL  
and payment should be sent to DOF Paymaster within 15 days after the completion of a Conference

## **REMEMBER THIS IS A QUICK SET-UP REFERENCE FOR A CONFERENCE**

**Administrative Procedures Chapter Three- Section 300 – 320  
should also be reviewed**

### **INTRODUCTION:**

**This Planning Guide, for Sponsoring Detachments or subsidiaries (MODD or Auxiliary), is intended to aid those that may be interested in hosting a Department Conference. If a Detachment or subsidiary is interested in hosting a Conference, but does not have the required facilities locally, they may contact the Department Convention Chairman; he/she may be able to help out. The contents of this guide will also apply when the Department is sponsoring an event. The official days for a Department Conference or Convention shall be Friday and Saturday.**

## **RULES GOVERNING THE CONDUCT OF BUSINESS BY HOSTS:**

**Detachments, MODD Pack or Pounds and Auxiliary Units of the Department of Florida, hosting Conferences, shall not contract or permit vendors on the premise, and shall not enter into the promotion of goods, and/or sale of Marine Corps League uniform items, normally sold in the Department's Ship Store, without the explicit written permission of the Department of Florida Commandant. This also holds true for Department of Florida MCL Conventions**

## **CONFERENCE BIDDING PROCESS:**

**Conferences: Department, Detachments or subsidiaries (MODD or Auxiliary) may host Department Conferences. Bids for Sponsorship of the Fall Conference should be received prior to the preceding Spring Conference. Bids for Sponsorship of the Spring Conferences should be received prior to the preceding Fall Conference.**

**Note: Before any contract can be signed with the hotel, a copy of the contract must be sent/mailed to the Department Commandant, Judge Advocate & DOF Convention Chair for their review/approval. The hosting entity will then be authorized to execute the contract by the Department Commandant.**

## **WHAT TO SUBMIT**

**The hosting Detachment or subsidiary (MODD or Auxiliary) shall submit to the Department Adutant, Department Commandant and Department Convention Chair a Bid Letter containing the following information:**

### **1. Date of the Conference**

**Note:**

**Conventions should be held during the month of June. [NOT Fathers' day weekend]**

**The Spring Conference should be held during the month of April. [NOT Easter weekend]**

**The Fall Conference should be held during the month of October.**

**Any variance from the suggested time frame must be approved by the Department of Florida Board of Trustees.**

### **2. Name of venue and location**

### **3. Number of sleeping rooms available (Ref: Chapter Three, section 300 of the Department Administrative Procedures).**

### **4. Room Rates, also are the rates available 2 to 3 days before and after the event.**

### **5. Diagram of meeting facilities with available meeting room information.**

### **6. Banquet Menu**

### **7. Banquet price for attendees**

**Include copy of the actual Proposal from Hotel**

## **COORDINATION BETWEEN SPONSORING ORGANIZATION:**

- a. The Sponsoring Detachment Commandant or subsidiary [MODD or AUX] will make every effort to accommodate and coordinate the needs and requirements of the Department Commandant and Staff. The Hosting Organization will appoint a Coordination Committee consisting of approximately four (4) members of their organization to insure that scheduling accommodates the membership and that necessary administrative supplies, suitable facilities and equipment are available for use by the Department Staff. The Coordination Committee will insure that Department Officers are kept advised and that:**
  - (1) Suitable space provided to accommodate uninterrupted conduct of the Registration Committee in performing its duties.**
  - (2) Tables, chairs, necessary forms, basic “cash change bank”, pencils/pens, Tickets as appropriate, literature pertaining to facilities and maps of the area are readily available.**
  - (3) Hotel has an easily accessible Business Center with internet access and printer**
- b. The Hosting Organization will provide space for the Department Quartermaster to set up the Department Ship's Store. This space will be provided for the duration of the event.**
- c. The Department Sgt-at-Arms, assisted by the Sponsoring Host equivalent, will insure that the meeting places are arranged, electrical outlets available, communications systems in working order, color 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, and any other assistance, as may be requested.**
- d. Sponsoring Committee Chairman and/or a member of the committee, will be available to assist the Department Staff.**
- e. The sponsoring Department, Detachment or subsidiary will provide complimentary accommodations for Department Commandant and President of the Department Auxiliary.**

## **WHAT'S NEXT:**

**Now that you have been awarded the Conference, you must put together an information package. (Refer to Conference examples before printing, distributing and posting). After final approval by the Commandant, the Conference Package should be sent to the Department Adjutant for distribution to DOF Officers, District Vice Commandants, Florida Pack Leader and DOF MCLA Auxiliary President.**

**Packages for Conferences should be out at least 4 months prior to the scheduled Conference.**

**Conference & Convention Packets will be forwarded to the DOF Webmaster, by the Department Convention Chair, so they can be placed on the Department WebSite.**

**Conference & Convention Packets will be forwarded by the Department Adjutant to DOF MCL Officers & Staff, District Vice Commandants for distribution to respective Detachments, Florida Pack Leader for distribution to Pounds and MCLA for distribution to Units.**

**The Package should include:**

**Cover Letter: 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 the cost.**

**Conference Schedule:**

**(Refer to Example) 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:**

**Department of Florida, Commandant  
Department of Florida, Auxiliary President  
Department of Florida, Worthy Pack Leader - MODD  
Department of Florida, Madame Big Flea - MODDF**

**Note: The Department of Florida Commandant must give the FINAL APPROVAL before printing, distribution and posting.**

**Order Form for Program Ads:**

**(Refer to Example) This form should include the Size of the Program, Ad sizes, and ad prices. Also, where and when the check and ad must be received to get into the Book. The Ads may be sent by e-mail. Camera Ready Ad Copy is required.**

**Registration Forms in General:**

**Registration Fees, whether Conference attendance or Convention Delegate, are \$5. If not paid 15 days in advance of the event, are considered late and the**

**registration fee will be \$6.00. With Delegates, time is required to determine eligible voting strength allowed. It is very important that the Registration Committee receive the Delegate Registration Forms as soon as possible. See Administrative Procedures Section 305**

**Banquet:**

**The Banquet is considered a formal event. If at all possible the banquet should be a sit down affair, not buffet. A beef, chicken and/or vegetarian entrée should be offered with a possible option of fish entrée. The cost should be kept as reasonable as possible but should still allow the Host Detachment to make a few dollars.**

**Rosie's Hospitality Room:**

**How do the attendees pay for drinks? Usually tickets or chips are sold, that are exchanged for drinks. Some Detachments have taken cash for drinks but this would depend on local ordinances. Of course you may choose to take donations for drinks which is not the best way, if the Host wishes to make any money. The Host may use any method they wish.**

**Special Guests at Conferences:**

**If the Department of Florida invites a VIP Guest to a Conference, the Department of Florida is responsible for all accommodations and the banquet meal.**

**If the Conference Host [Detachment, Auxiliary, or Pack/Pound] invites a VIP/Guest Speaker to a Conference, the Conference Host is responsible for accommodations and banquet meal.**

**Refer to Section 315 of the Department Administrative Procedures for additional requirements.**

**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 (Refreshment Center) by the Host. If you are incorporated, individual members are somewhat protected. If the Hotel requires liquor liability or the Hosting organization would like to have it, Special Event Liquor Liability coverage is available.**

**Financial Reporting:**

**The Host organization of a Conference/Convention shall submit a Financial Report to the Department Conference/Convention Chairman, The Department Commandant, and Department Paymaster no later than 15 days following the event. The report should contain a Statement certifying that all bills have been paid, and certifying that all required fees have been forwarded to the Department Paymaster. (Reference Section 310 Department Administrative Procedures). Also identify any problems encountered and how they were resolved.**



# **QUICK STEPS TO FOLLOW WHEN PLANNING DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE CONVENTION**

Department Commandant will appoint Convention Chair.  
Convention Chair will select an Assistant along with various Team Captains, as deemed necessary. Selections to be approved by Dept BOT. Also on the Convention Team will be the Dept Commandant, Dept Adjutant and a liaison from MCLAuxiliary and MODD Florida Pack. Convention Chair will work closely with DOF Paymaster & DOF Credentials Chair

- 1 The Department of Florida will host the annual Department Convention during June [NOT Fathers' Day weekend], within a 100-mile radius of the Orlando area / centrally located to all FL Detachments
  
- 2 IF a location is needed for a Department Convention, it is the responsibility of the Convention Chair to research/source locations, facilities, submit RFPs to Hotels, evaluate the responses and make presentations/recommendations to the Department Commandant/BOT. DOF BOT makes the final determination as to where to hold a Department Convention
  
- 3 Once the location has been selected, the Convention Chair is the POC with the Hotel. Convention Chair requests a Contract based on the parameters submitted to the Hotel & the Proposal received from the Hotel. Convention Chair reviews the Contract and forwards to Department Commandant and Judge Advocate for review and signature.  
The Department Commandant and Department Judge Advocate will be the "signers" on the Hotel contract.  
Department Commandant's Name will appear on the Hotel contract to receive any "Meeting Planner/Rewards" points  
Convention Chair then submits signed Contract to Hotel
  
- 4 Convention Chair works closely with Hotel Contact to ensure all the DOF needs are met to ensure a successful Convention
  
- 5 Convention Chair works with MODD FL Pack & MCLA Liaisons, and Convention Team Captains to create the Convention Packet.  
Convention Chair consults with various Committee Chairs to determine what meeting space is needed for Committee meetings.  
PDP does NOT hold training session at Convention  
MODD DOES hold "Advancement" at Convention  
[see examples of various Forms contained in this Guideline]

Once the Convention Packet has been created, it is sent to DOF Commandant for review and approval.  
Convention Packets should be published at least five [5] months prior to the scheduled Convention.  
When final approval has been received, Convention Chair sends Packet to DOF Adjutant for distribution and to DOF Webmaster for publishing on DOF website.

- 6 If the Department of Florida invites a VIP Guest, the Department is responsible for all accommodations and the banquet meal. Refer to section 315 of the Department Administrative Procedures for additional requirements.
- 7 Send copy of DOF Certificate of Liability Insurance to Hotel
- 8 Streamers for Detachment flags, "Delegate" Ribbons, Name Tags & Banquet Tickets will be provided by the Department for Conventions.  
*Delegate Ribbons and Streamers are NOT needed at Conferences*
- 9 Convention Chair coordinates with Credentials Chair and creates Name Tags/Credentials with "Delegate" Ribbons as determined by Credentials Chair
- 10 DOF provides "Welcome" Gift/Room Delivery for DOF Commandant, MCLA President and invited Dignitary[s]
- 11 DOF provides complimentary accommodations for DOF Commandant, MCLA President and invited Dignitary
- 12 Convention Registration Team Captain will ensure that the Registration Table is staffed at all appropriate times during Convention.
- 13 Hospitality Room responsibilities are generally assigned to a particular Detachment, MODD Pound, or FL Pack. Assigned Host takes care of stock, supplies, staffing and receives any/all profits.
- 14 Convention Team is responsible for producing & publishing a Convention Book. DOF MCL will be submitting several no-charge full page "informational" announcement/ads for the Book.
- 15 Convention Chair is responsible for submitting an After-Action Report to the DOF Commandant within 15 days after the conclusion of the Convention.

# SAMPLE CONFERENCE & CONVENTION PACKET DOCUMENTS

## Typical DOF Commandant Welcome Letter or Letter of Instruction [Commandant's preference]



**NAME**  
**Commandant**  
**Department of Florida Marine Corps League**



### **DEPARTMENT OF FLORIDA 202X CONVENTION** **XXX ... XX JUNE 202X**

1 FEBRUARY 202X

**TO:** All Department of Florida MCL Officers and Staff  
Detachment Commandants & MCL Members  
MODD Florida Pack Leader & Pound Keepers, MODD Members  
MCLA Officers, MCLA Unit Presidents & Auxiliary Members  
MODDF Madam Big Flea & MODDF Members

**FROM:** NAME Department of Florida MCL Commandant

**RE:** 202X Department of Florida Marine Corps League Annual Convention

The Department of Florida Officers and Staff are honored to host the 202X Annual Convention.....

The Convention will be held at the XXXXX HOTEL

The Department, MODD, MCLA, and MODDF will be offering entertaining and informative programs. The Banquet promises to be an enjoyable event with Installation of Officers, and announcements for Marine, Associate and Commandant of the Year along with Florida Pack Dog of the Year. There will be the usual comfortable Hospitality Room where you can mingle, share your stories, "tip one for Rosie" and maybe even bring home a new idea or two for your Detachment.

An invitation is extended to all Department of Florida MCL, MODD, MCLA and MODDF members to attend this great venue

HOTEL NAME

ADDRESS

The dates for this year's Convention are June XXX...XXX, 202X

Each Detachment Commandant [or designee] is requested to attend and participate in the Convention. The annual Convention is the only opportunity to have your voice heard in electing Officers, amending By-Laws, and establishing Department business for the coming year. Do not delay in making your reservation and participating in your Marine Corps League business.

The deadline is May X to receive the negotiated discounted room rate. Contact the HOTEL NAME today via the phone number or the "link" provided.

All pertinent Convention information is included in the following pages of the

**202X Convention Packet:**

Hotel information including guestroom rate and reservation procedure; along with Convention Registration Forms for MCL & MCLA Members; Banquet Reservation Form; Banquet Menu; Convention Book Ad Form; MODD-MODD Flea Luncheon Reservation Form; Event Schedule, and “suggested” Uniform of the Day information.

Hotel Reservation Deadline:	X MAY
Convention Book Ad Submission Deadline:	XX MAY
MCL Registration Deadline:	XX MAY
Banquet Reservation Deadline:	XX MAY
MODD-Flea Luncheon Deadline:	XX MAY
Auxiliary Registration Deadline:	XX MAY

If you have any questions or concerns about the 202X Convention, contact  
DOF MCL Convention Chair, NAME – [EMAIL ADDRESS](#)

Thank You for your continued support.

I look forward to seeing you at the 202X DOF MCL Convention and Florida Pack MODD Growl.

Semper Fidelis,

*Signature*

Commandant

Department of Florida Marine Corps League

Copy to:

MCL National Commandant, NAME

MCL SE Division National Vice Commandant, NAME

DOF MCL District Vice Commandants for distribution to Detachment Commandants

## LOI:

From: Commandant

To: Marine Corps League and Marine Corps League Auxiliary Members

**SUBJ: LETTER OF INSTRUCTION (LOI) FOR 202X DEPT OF FL XXXX CONFERENCE**

Ref: (a) Department of Florida Administrative Procedures, Chapter 3, Sections 300, 310, 315 and 320

(b) Department of Florida Conference/Convention Planning Guide

Encl: ( 1) Schedule of Events – 202x XXXX Conference

(2) MCL Member Registration Form

(3) MCL Auxiliary Member Registration Form

(4) Banquet Reservation Form

(5) Banquet Menu

(6) Conference Program Ad Form

(7) Professional Development Program Training Session Registration Form

1. **Purpose.** To provide information, tasks, instructions for the subject event per the references.

2. **Information.** The Department of Florida will conduct the 202x XXX Conference in accordance with the references. The following information is provided for all members of the Department of Florida Marine Corps League and Auxiliary attendance at the conference:

- a. Dates and Events. XXXXXXXX. See Enclosure (1) for schedule of all meetings.
- b. Location. XXX
- c. Conference registration cost is \$5.00 in advance and \$6.00 at the conference site. See Enclosure (2) for Marine Corps League registration form and Enclosure (3) for Marine Corps League Auxiliary registration form.
- d. Room rates for the Conferences are \$xxxx + taxes.
- e. Reservations for rooms can be made online or by calling the hotel.  
On-line ... phone #  
The DEADLINE for lodging reservations at the \$xxx rate is xxxxx.
- f. The banquet cost is \$xxxx and includes [x] choices, beef, chicken, xxxxx  
See Enclosure (4) for the banquet reservation form. Enclosure (5) has the menu details. DEADLINE for banquet reservations is xxxx.  
Banquet reservations must be made in advance, no banquet reservations are available at the Conference.
- g. Ads for the conference program book range in cost from \$15.00 for business card to \$100.00 for a full page; inside front is \$150 and back cover is \$200. All ad prices are for black and white; color is available for an additional \$25.00. See Enclosure (6) for the form and details on submission of pdf/jpg ad and payment. DEADLINE for submission and payment of ads is XXXXX
- h. The Department's Professional Development Program (PDP) team will be presenting a training session on XXXXX . See Enclosure (7) to register for this very informative event. DEADLINE for advanced registration is XXXXX  
Any Detachment League member or Member-at-Large member may attend but MUST be registered for the Conference to attend the PDP session.

3. **Action.** The MCL Department of Florida has coordinated and approved the location, dates, and pricing for the XXXX Conference as authorized by the approved motion from the Department's 2023 Fall Conference.

- a. xxxx Detachment / xxx Pound / xxx Auxiliary Unit:
  - i. XXXX os designated the Host or the Department's XXX Conference.
  - ii. The XXXXX will provide all administrative tasks as needed for the conduct of Conference to

include

but not limited to collection of conference registrations, banquet reservations, conference program ads and payments for these events

b. Department of Florida Adjutant:

- i. The Department of Florida Adjutant will disseminate this letter and its enclosures as an Official Department Communication via email to the Department's Board of Trustees, all District Vice Commandants for further distribution to Detachment Commandants and the membership.
- ii. Adjutant will coordinate with the Department's Webmaster to post the letter and enclosures on the Department's website.

4. **Coordinating Instructions.**

- a. As this Conference is being hosted by xxxx will coordinate with the District xx Vice Commandant

5. **Points of Contact.**

Contact XXXX with inquiries about the hotel, vendor, registration, banquet, ads for the conference program book, volunteers, etc.

Copy to:

MCL National Commandant  
MCL SE Division National Vice Commandant  
MCL DOF Board of Trustees and Staff Officers  
MCL DOF District Vice Commandants  
File

# CONFERENCE REGISTRATION EXAMPLE

Department of Florida Marine Corps League

XXXX Conference

DATE



Advanced Registration: \$5.00 / On-site Registration: \$6.00

Detachment Name & # \_\_\_\_\_

<u>NAME</u>	<u>AMT PAID</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
Total	\$ _____

Check amount \$ \_\_\_\_\_ Check# \_\_\_\_\_

**DEADLINE**  
for **Advanced Registration**  
**DATE**

- Make check(s) payable to XXXXX
- Mail completed form and payment to:  
NAME / ADDRESS

# MCL AUXILIARY CONFERENCE REGISTRATION EXAMPLE

Department of Florida Marine Corps League Auxiliary  
XXXX Conference  
DATE



Advanced Registration: \$5.00 / On-site  
Registration: \$6.00

UNIT Name & # \_\_\_\_\_

<u>NAME</u>	<u>AMT PAID</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
Total	\$ _____

Check amount \$ \_\_\_\_\_ Check# \_\_\_\_\_

**DEADLINE**  
for **Advanced Registration**  
**DATE**

- Make check(s) payable to Dept. Of Florida MCLA
- Mail completed form and payment to:  
NAME / ADDRESS

# Example of CONFERENCE Banquet RSVP Form



Department of Florida Marine Corps League  
 XXXX Conference  
 DATE



**Banquet Reservation: \$XXXX per person**  
**Only advanced banquet reservations -**  
**no banquet reservations available on-site**

	NAME	Beef	Chicken	Fish	Eggplant
1.					
2.					
3.					
4.					
5.					
6.					

**DEADLINE    DATE    DEADLINE**

- Make check(s) payable to XXXXX
- Mail completed form and payment to:  
 NAME / ADDRESS

**Can include Banquet Menu in the Packet, if desired**



# CONFERENCE Book Ad Form Example

Department of Florida Marine Corps League

DATE \_\_\_\_\_

## Standard 8 1/2" x 11" Program Book Ad Rates

Full Page	\$100.00
Half Page	\$50.00
Quarter Page	\$25.00
Business Card	\$15.00
Inside cover	\$150.00
Back cover	\$200.00

All ads are in black and white. (Color copy is available for an additional \$25 per ad.) Make check/money orders payable to MCL Gator Detachment 990. E-mail program ad, in digital format (PDF or JPEG) as you would like the ad to appear in Conference Program Book.

**DEADLINE      DATE      DEADLINE**

**Ad, completed form, and payment MUST be received NO LATER THAN the DEADLINE to be included in the program book.**

Detachment/Unit/Name \_\_\_\_\_

Check amount \$ \_\_\_\_\_ Check# \_\_\_\_\_

Email Ad (jpg or pdf) to  EMAIL ADDRESS

Mail Form & Check to  Name / Address

# PDP REGISTRATION FORM EXAMPLE



## ADVANCED REGISTRATION ONLY



Department of Florida Marine Corps League  
 XXXX Conference  
 DATE

**Advanced PDP Registration: \$XXX**

PDP SESSION DATE: XXXX

**REMINDER:** you MUST be registered for the Dept of FL MCL Conference to be eligible to attend the Professional Development Program Session

Please PRINT LEGIBLY

**DETACHMENT NAME:**  
**DETACHMENT #**

NAME	PHONE #	EMAIL ADDRESS
<b>Amount Enclosed</b>	\$	
<b>Check #:</b>		

**DEADLINE**  
 for Advanced PDP Registration Only  
**DATE**

- Make Check payable to: *DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE*
- Mail completed form and payment to :  
**NAME / ADDRESS**

# EXAMPLE OF CONFERENCE SCHEDULE



## Schedule of Events - Department of Florida MCL XXX XXX Conference



Thursday	MCL DOF & MODD FL Pack Events	Location	Thursday	MCLA DOF and MODD Flea Events	Location
1400-1700	MCL/MODD Registration	Prefunction Area	1400-1700	MCLA Registration	Prefunction Area
1400-1700	MCL DOF Ships Store	Santa Fe	1400-1700	MCLA DOF Ships Store	San Felasco
1400-1530	DOF Board of Trustees Meeting	Edgewood Boardroom	TBD	MCLA Board of Trustees Meeting	Springhill West
1530-1600	Scholarship Committee	Edgewood Boardroom			
1600-1630	Financial Review Committee	Edgewood Boardroom			
1600-1700	PDP Set up	Springhills East			
1600-2300	Hospitality Room	Presidential Suite 3 <sup>rd</sup> Fl	1600-2300	Hospitality Room	Presidential Suite

Friday	MCL DOF & MODD FL Pack Events	Location	Friday	MCLA DOF and MODD Flea Events	Location
	Breakfast – On your own	Hotel buffet		Breakfast – On your own	Hotel buffet
0900-1130	MCL/MODD Registration	Prefunction Area	0900-1130	MCLA/Flea Registration	Prefunction Area
0830-1130	Professional Development Program	Springhills East	0900- 1600	Ships Store MCLA	San Felasco
0730-1600	Ships Store MCL/MODD	Santa Fe	0900- 1130	MCLA Meeting	San Felasco
1000-1100	District Vice Commandants Meeting	Springhills West	1130-1300	Lunch – On your own	Hotel "special"
1130-1300	Lunch – On your own	Hotel "special"	1300-1600	MCLA/Flea Registration	Prefunction Area
1300-1700	MCL/MODD Registration	Prefunction Area	1330-1600	MCLA Workshop	San Felasco
1600-2300	Hospitality Room	Presidential Suite 3 <sup>rd</sup> Fl	1600-2300	Hospitality Room	Presidential Suite
1300-1400	DOF Convention Team Meeting				
1330-1530	Professional Development Program	Springhills East			
1430-1530	MODD Class – TBD	TBD			
1530-1630	Detachment Commandants Meeting	Springhills West			
1630-1700	MODD FL Pack Staff Growl	Springhills West			
1700-1830	Dinner – On your own	Local area	1700-1830	Dinner – On your own	Local area
1830-1900	MODD Flea Scratch	Santa Felasco	1830-1900	MODD Flea Scratch	Springhills East
1900-2200	MODD FL Pack Grand Growl	Springhill West			



## Schedule of Events - Department of Florida MCL XXX XXX Conference



Saturday	MCL DOF & MODD FL Pack Events	Location	Saturday	MCLA DOF & MODD Flea Events	Location
	Breakfast – On your own	Hotel buffet		Breakfast – On your own	Hotel buffet
0800	Morning Colors	FRONT of Hotel	0800	Morning Colors	FRONT of Hotel
0815-0850	Chapel of Four Chaplains	Springhills West	0815-0850	Chapel of Four Chaplains	Springhills West
0815-0850	MCL/MODD Registration	Prefunction Area	0815-0850	MCLA Registration	Prefunction Area
0900-0950	Joint Meeting & Memorial Service	Springhills West	0900-0950	Joint Meeting & Memorial Service	Springhills West
1000-1200	MCL Business Meeting	Springhills West	1000-1200	MCLA Business Meeting	San Felasco
1200-1300	Lunch – On your own	Hotel "special"	1200-1300	Lunch – On our own	Hotel "special"
1200-1500	Ships Store MCL/MODD	Santa Fe	TBD	Ships Store MCLA	San Felasco
1300-1400		Edgewood Boardroom	1300-1400	MCLA Business Meeting, if needed	San Felasco
1400-1500	DOF Cmdt of the Year	Edgewood Boardroom			
1500-1600	IWFF Committee	Edgewood Boardroom			
1300-1600	Hospitality Room	Presidential Suite 3 <sup>rd</sup> Fl	1300-1600	Hospitality Room	Presidential Suite
1700-1800	Reception	Prefunction Area	1700-1800	Reception	Prefunction Area
1800-2000	Banquet	Springhills Ballroom	1800-2000	Banquet	Springhills Ballroom
2000-2300	Hospitality Room	Presidential Suite 3 <sup>rd</sup> Fl	2000-2300	Hospitality Room	Presidential Suite

Sunday		Location	Sunday		Location
	Breakfast – On your own	Hotel buffet		Breakfast – On your own	Hotel buffet
0800	Teardown and load up		0800	Teardown and load up	

# BECAUSE Conventions have “Delegates and Alternates” the Convention Registration Forms are slightly different than a Conference Reg Form

Convention Packet also includes the DOF Commandant’s Welcome Letter or LOI  
*[Commandant’s preference]*

## CONVENTION MCL REGISTRATION EXAMPLE

*Consists of four [4] pages with 16 spaces for Names & has a Credentials Chair Verification page*



### DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE CONVENTION – JUNE X -- X, 202X REGISTRATION

**Please PRINT LEGIBLY**

Detachment NAME	DET #: _____
Mailing Address	
EMAIL Address:	
Phone #:	

- Please review MCL Department of Florida Bylaws, Section 145 – Convention Delegates and Alternates and Section 305 – Delegate Registration at Annual Convention;  
view/download at: [www.mcl dof.org/by-laws-directives](http://www.mcl dof.org/by-laws-directives) for information on delegate registration.
- Detachment Regular members must be **IN GOOD STANDING** to register as a delegate or alternate.
- Contact the Dept. of FL Paymaster at [mcl dof.paymaster@gmail.com](mailto:mcl dof.paymaster@gmail.com) with questions about membership status (payment of dues) of regular members.
- **Include the PROFILE ID for each registered detachment member.**
- The number of delegates is based on the voting strength of the Detachment’s member roster.  
Detachments should use the voting strength on the FY2024 2<sup>nd</sup> Quarter Member Roster to determine the number of delegates. The 3<sup>rd</sup> Quarter Member Rosters from National are expected by mid-April 2024 and will immediately be emailed to Detachments by the DOF Paymaster.  
Detachment Commandants should review rosters for any changes to the voting strength.
- Detachment Commandants **MUST** sign the Convention Delegate Registration Form(s) listing the Detachment’s delegates and alternates/attendees.

● Member(s)-at-Large are affiliated with Detachment 500 and should so indicate on this form.

**ADVANCE Convention Registration Fee: \$5 per person**  
**AFTER MAY xx, 202x or "Walk-ins" at the Convention --**  
**Registration Fee = \$6**

**Credentials Chair to review all Registrations and make determination as to Detachment strength and Delegates allowed**

● Detachment Commandant must SIGN & DATE Form certifying the listed members are in good standing.

	<i>PRINT legibly Check columns accordingly</i>	REG	ASSOC	Attend ing	Delegate	Alternate
1	NAME:					
	TITLE:					
	PROFILE ID #:					
	CELL PHONE #					
2	NAME:					
	TITLE:					
	PROFILE ID #:					
	CELL PHONE #					
3	NAME:					
	TITLE:					
	PROFILE ID #:					
	CELL PHONE #					

2024 Convention Registration Form

Page 1 of 4

	<i>PRINT legibly Check columns accordingly</i>	REG	ASSOC	Attend ing	Delegate	Alternate
14	NAME:					
	TITLE:					
	PROFILE ID #:					
	CELL PHONE #					
15	NAME:					
	TITLE:					
	PROFILE ID #:					
	CELL PHONE #					
16	NAME:					
	TITLE:					
	PROFILE ID #:					
	CELL PHONE #					

\*\*\*DETACHMENT COMMANDANT: \_\_\_\_\_  
*Signature REQUIRED*

PRINT Detachment Commandant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Number of Members Registered \_\_\_\_\_ x \$5 = \_\_\_\_\_

\$ \_\_\_\_\_ enclosed Check # \_\_\_\_\_

\*\*\*\*\* Make Check payable to:  
**DEPT OF FLORIDA MARINE CORPS LEAGUE**

Mail THIS completed/signed Form [all 4 pages] with Check or Money Order

**NO LATER THAN MAY** \_\_\_\_\_ to:

DOF MCL Convention Chair



DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE  
**CONVENTION – JUNE REGISTRATION**

=====

**For Dept. of Florida Credential Committee Use ONLY**

<b>Detachment NAME</b>			
<b>Detachment #</b>			
<b># of pages submitted</b>			
<b>Detachment Strength:</b>		<b>Delegates Allowed:</b>	

**Date Validated:** \_\_\_\_\_

**Credentials Chair:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Credentials Committee Member:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Delegate/Alternate status information to be provided to Convention Chair by  
 MAY or before**

# Hotel Information page EXAMPLE

	<p><b>DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE CONVENTION JUNE 6....9, 2024</b></p>
---	--

## **HILTON MELBOURNE RIALTO PLACE**

200 Rialto Place, Melbourne, FL 32901

\$119 + tax per night – Standard/Accessible King or Queen/Queen  
[double occupancy]; 3<sup>rd</sup> or 4<sup>th</sup> Guest in Room -- \$10 + tax each per night

**RESERVATIONS:** Make your reservation by calling: Hilton Reservations at

**1.800.445.8667**

**Group Name:** Department of Florida Marine Corps 2024

**Group Code:** DOFMC24

*On line Reservation, use "link"*

[DEPT OF FLORIDA MARINE CORP 2024 \(hilton.com\)](https://www.hilton.com/dept-of-florida-marine-corp-2024)

**Reservations must be made PRIOR to MAY 5, 2024 to ensure negotiated rate**

Complimentary Parking & WI-FI

No Pets / Service Animals ONLY

Complimentary Shuttle within 5 mile radius

Rustic Restaurant offering Breakfast, Lunch & Dinner; Bar 9 Lobby Lounge; & a Starbucks open in the AM

Heated outdoor Pool & Jacuzzi® Whirlpool; State of the Art Fitness Center; 24-hr Business Center

All GuestRooms are subject to Early Departure Fee

Special Room Rate is available three [3] days prior and [3] days after convention

Come Early...stay Late ....enjoy the area – Veterans Memorial Center, Merritt Island;

Kennedy Space Center, Merritt Island; Melbourne Art Museum; McLarity Shipwreck Museum; etc, etc



**DRAFT**  
DEC 29 2023

[www.hiltonmelbourne.com](http://www.hiltonmelbourne.com)

# CONVENTION MCL Auxiliary Registration Form EXAMPLE



DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE

## AUXILIARY CONVENTION – JUNE REGISTRATION

UNIT NAME & # \_\_\_\_\_

Unit Address: \_\_\_\_\_

Email Contact: \_\_\_\_\_

or Phone # \_\_\_\_\_

**ADVANCE Delegate, Alternate or Member Registration Fee: \$5 per person**

**AFTER MAY 1, 2021 or Walk-ins at the Convention -- Registration Fee: \$6**

**\*\*\*ONLY Regular members in good standing are eligible to be a Delegate or Alternate Delegate [Based on Units National Membership Roster March 1, 2021 ]**

*Indicate with "X"*

	NAME /TITLE.... please PRINT	DELEGATE	ALTERNATE	MEMBER
1				
2				
3				
4				
5				
6				
7				
8				

Use a second page, if necessary

Unit President Signature: \_\_\_\_\_

President Name [print]: \_\_\_\_\_

\$ \_\_\_\_\_ enclosed      Check # \_\_\_\_\_

**>>Make Check payable to: MCLA Dept of Florida**

Forward THIS completed/signed Form with Check or Money Order

by **MAY** to: \_\_\_\_\_

=====

**FOR MCLA Treasurer / Credentials Chair use ONLY:**

Date Received \_\_\_\_\_ Validated: \_\_\_\_\_ Delegates Allowed: \_\_\_\_\_



# CONVENTION Banquet RSVP Form EXAMPLE



DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE

202 CONVENTION BANQUET -- JUNE 8, 202

**BANQUET RESERVATION - \$50 per person**

**\*\* Advance reservations ONLY \*\***

***NO "Walk-ins"***

<b>Detachment or Unit NAME:</b>	
<b>Detachment # or Unit #:</b>	
<b>POC NAME &amp; PHONE #:</b>	
<b>POC EMAIL:</b>	

Indicate Entrée Selection with "X"

	NAME .... please PRINT	BEEF	CHICKEN	FISH	VEG
1					
2					
3					
4					
5					
6					
7					
8					

If more are attending from your Det/Unit/Pound, print a 2<sup>nd</sup> Form for more attendees' names & entrée selections

Amount Enclosed: \$ \_\_\_\_\_

Check #: \_\_\_\_\_

>>Make Check payable to:

**DEPT OF FLORIDA MARINE CORPS LEAGUE**

Forward THIS completed Form with Check or Money Order

by **MAY** 202 to:

**Can include Banquet Menu in the Packet, if desired**

# CONVENTION Book Form EXAMPLE



DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE  
**202 CONVENTION BOOK**

*Please PRINT LEGIBLY*

Detachment, MCLA Unit, Pound, YM Unit NAME, #	_____
	# _____
POC NAME	_____
POC EMAIL:	_____
POC Phone #:	_____

**Standard 8 1/2 x 11 Convention Book Rates**  
 Pricing indicated for Ads in Black & White or Color

	B/W	COLOR		B/W	COLOR
Back cover	\$200	\$225	Half page	\$50	\$75
Inside covers	\$150	\$175	Quarter page	\$25	\$50
Full page	\$100	\$125	Business Card	\$20	\$45

Indicate Ad SIZE:	_____
Indicate:	_____ Black/White _____ Color

\$ \_\_\_\_\_ enclosed      Check # \_\_\_\_\_

*>> Make Check payable to: Dept of Florida MCL*

→ EMAIL Ads in digital format [PDF or JPEG] no later than **MAY 202** to:  
 @yahoo.com

*>> Provide Camera-Ready Ad formatted to the correct Ad SIZE as indicated above <<*

→ MAIL THIS completed Form with hard-copy Ad & payment by **MAY 202** to:



Don't be "MIA" from THIS Book  
**THANK YOU FOR YOUR SUPPORT**

# CONVENTION MODD-FLEA LUNCH RSVP EXAMPLE



## DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE 202 CONVENTION EXCLUSIVE LUNCHEON FOR DEVIL DOGS & FLEAS & Guests Friday -- June -- Noon

### Luncheon Options

#1	
#2	
#3	
<i>Lunch includes: Starter, Rolls &amp; Butter, Chef's choice of Dessert, Coffee, Iced Tea, Iced Water</i>	



**\*\* Pre-Sale ONLY \*\***



**\$23 per person, includes gratuity**

Indicate Entrée Selection with "X"

please PRINT information		#1	#2	#3
Name:				
Pound Name & # or Unit Name & #:				
Name:				
Pound Name & # or Unit Name & #:				
Name:				
Pound Name & # or Unit Name & #:				

Amount Enclosed: \$	_____
Check #:	_____
<b>Make Check payable to:</b>	<b>FLORIDA PACK MODD</b>

Forward THIS completed Form with Check or Money Order by **MAY 1, 202**

to:



# CONVENTION Schedule EXAMPLE

 <b>DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE</b> <b>202X ANNUAL CONVENTION</b>					
<b>MCL / MODD</b>		<b>MCL AUXILIARY</b>			
<b>THURSDAY,</b>	<b>X JUNE</b>	<b>202X</b>	<b>THURSDAY,</b>	<b>X JUNE</b>	<b>202X</b>
1400--1700	** MCL/MODD Registration	Pre-Function	1400--1700	MCLA Registration	Pre-Function
1400--1700	SHIPS STORE – MCL / MODD	Lido	1400--1700	MCLA Ships Store	Gondolier-Canelito
1400--1530	Board of Trustees Meeting	Torcello	TBD	MCLA Staff Meeting	Gondolier-Canelito
1400--2300	Hospitality Room	Wakefield Ballroom A	1400--2300	Hospitality Room	Wakefield Ballroom A
<b>FRIDAY</b>	<b>X JUNE</b>	<b>202X</b>	<b>FRIDAY</b>	<b>X JUNE</b>	<b>202X</b>
0700	Breakfast – ON OWN		0700	Breakfast – ON OWN	
0800--1600	MODD Advancement	Wakefield Ballroom C	0800--1600	MCLA Registration	Pre-Function
0900--1130	** MCL/MODD Registration	Pre-Function	0800--1600	MODD FLEA Registration	Pre-Function
0900--1700	SHIPS STORE – MCL / MODD	Lido	0800--1600	MCLA Ships Store	Gondolier-Canelito
0900--1000	IWFF Committee Meeting	Torcello	0900--1130	MCLA Meeting	Gondolier-Canelito
0900--1100	MOV / AOV Society	Mestre			
1000--1130	District Vice Commandants Mtg	Sorrento			
1100--1200	FL Patch Dog of Year Committee	Torcello			
1130--1330	Lunch – ON OWN		1130--1330	Lunch – ON OWN	
1200--1330	MODD & Flea Luncheon	Wakefield Ballroom B	1200--1330	MODD & Flea Luncheon	Wakefield Ballroom B
1300--1700	** MCL/MODD Registration	Pre-Function			
1330--1430	Scholarship Committee Meeting	Torcello	1330--1600	MCLA Workshop	Gondolier-Canelito
1500--1600	Commandant of the Year Committee	Mestre			
1500--1600	Detachment Commandants Mtg	Sorrento			
1400--2300	Hospitality Room	Wakefield Ballroom A	1400--2300	Hospitality Room	Wakefield Ballroom A
1600--1700	MODD Staff	Torcello			
1700--1830	Dinner – ON OWN		1700--1830	Dinner – ON OWN	
1900--2200	MODD FL GROWL	Wakefield Ballroom C	1830--2030	MODD FLEA SCRATCH	Gondolier-Canelito
<b>SATURDAY</b>	<b>X JUNE</b>	<b>202X</b>	<b>SATURDAY</b>	<b>X JUNE</b>	<b>202X</b>
0700	Breakfast – ON OWN		0700	Breakfast – ON OWN	
0800--1100	** MCL Registration	Pre-Function	0800--1130	MCLA Registration	Pre-Function
0800	*Morning Colors*	Front of Hotel	0800	*Morning Colors* Presentation	Front of Hotel
0815-0850	Chapel of Four Chaplains	Wakefield Ballroom C	0815-0850	Chapel of Four Chaplains	Wakefield Ballroom C
0900--0950	Joint Meeting & Memorial Service	Wakefield Ballroom C	0900--0950	Joint Meeting & Memorial Service	Wakefield Ballroom C
1000--1200	MCL Business Meeting	Wakefield Ballroom C	1000--1200	MCLA Business Meeting	Gondolier-Canelito
1000--1300	SHIPS STORE – MCL / MODD	Lido	1000--1400	MCLA Ships Store	Gondolier-Canelito
1200--1300	Lunch –ON OWN		1200--1300	Lunch –ON OWN	
1300--1400	MCL Business Meeting, if needed	Wakefield Ballroom C	1300--1400	MCLA Business Meeting	Gondolier-Canelito
<i>after Bus Meeting</i>	DOF Past Commandants Mtg	Torcello			
1400--1600	Hospitality Room – Reopens @ 2100	Wakefield Ballroom A	1400--1600	Hospitality Room -- Reopens @ 2100	Wakefield Ballroom A
1700--1800	Cocktail Hour	Wakefield Ballroom BC	1700--1800	Cocktail Hour	Wakefield Ballroom BC
1800--2100	Banquet	Wakefield Ballroom BC	1800--2100	Banquet	Wakefield Ballroom BC
<b>SUNDAY</b>	<b>X JUNE</b>	<b>202X</b>	<b>SUNDAY</b>	<b>X JUNE</b>	<b>202X</b>
0700	Breakfast – ON OWN		0700	Breakfast – ON OWN	