

HOSTING A
NATIONAL ENCAMPMENT
OF THE
ALLIED ORDERS
OF THE
GRAND ARMY OF THE REPUBLIC



PREPARED BY THE
NATIONAL ENCAMPMENT SITE COMMITTEE
SONS OF UNION VETERANS OF THE CIVIL WAR

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NATIONAL ENCAMPMENT SITE COMMITTEE Sons of Union Veterans of the Civil War

Hosting an Allied Orders National Encampment is a complicated endeavor, requiring a great deal of planning and attention to detail. There are many considerations, from who to invite as members of the Host Committee to hotel consideration, to programs, to finance, etc. This guide contains all the information that we could think of, for hosting an Allied Orders National Encampment, including requirements and estimated costs. It will help you to decide whether you and your Department are ready to move forward with a proposal.

As you review the guide, think long and hard about the makeup of your Host Committee, including SUVCW Members, Auxiliary members, and members of any of the other Allied Orders who may choose to Encamp with us, as well as the number and talents of volunteers you will need to coordinate all the events and fundraising.

The guide was written to assist you in, among other things, assessing prospective hotel facilities for hosting an Encampment. It contains not only diagrams of set up and required space for each order, but also includes a sample contract, with terms and conditions that must be agreed upon by the hotel. This includes the number complimentary suites required and the corresponding minimum number of guest rooms required to achieve the concessions, as well as the number of complimentary meeting rooms required, and the corresponding food and beverage minimums required. Hotels must meet certain requirements, which are outlined in the sample contract.

Your Department Host Committee will also have to design and coordinate a number of program events, including tours, memorial ceremonies, joint openings, Campfire entertainment and an Allied Orders Banquet. You will have plenty of opportunities to give the Encampment a bit of your Department's "flavor", while maintaining our traditions.

In addition, included are lists of mandatory and optional items, including some that you will need to design and have manufactured. We have included a real budget, which you can use as a guide to create a spreadsheet to track finances expenses for your Encampment. Encampment medals, shirts, and/or other fund-raising items will need to be designed and manufactured.

If, after having reviewed this guide, you decide to move ahead, you will have to prepare and submit a written proposal to the Site Committee, detailing the available facilities, prices, proximity to transportation, pertinent information on committee members, possible tours, and any other items you feel can help the Site Committee make their decision as to which proposal to choose.

If your proposal is accepted, the Site Committee will make arrangements with you to visit and inspect the three hotels you have chosen. After the inspections and meeting with the hotel staff and Host Chair, the Site Committee will make a decision as to the city in which the Encampment will take place, and with which hotel to sign a contract. Once that is accomplished, your committee will have to get to work, right away, planning for your Encampment.

Please keep in mind that the National Encampment Site Committee is here to help you succeed. Please don't hesitate to contact us with any questions or issues.

Good luck!

In Fraternity, Charity and Loyalty,
National Encampment Site Committee
Sons of Union Veterans of the Civil War

Submitting A Proposal To Host An Allied Orders National Encampment

1. The Department Commander must appoint a Host Committee. Committee members should be prepared to serve until the conclusion of the Allied Orders National Encampment in the year being proposed. Continuity and dedication are essential qualities for these committee members.
2. With approval from the Department Commander and the respective Department, the Host Committee should submit a letter of intention to the National Encampment Site Committee, with the year requested and possible locations for the Allied Orders National Encampment.
3. The Host Committee will receive an instruction book at a meeting during the Allied Orders National Encampment immediately following submission of the request.
4. The Host Committee will send out Request for Proposals, (RFPs) to hotels, listing the requirements for holding an Allied Orders National Encampment.
5. The Host Committee will review proposals from the hotels, and select at least 3 which fit the requirements for holding an Allied Orders National Encampment.
6. If a Host Committee wishes to continue with the request after reviewing the requirements, they will have 90 days to submit a Written Proposal to the National Encampment Site Committee.
7. The Host Committee must prepare a formal proposal to the National Encampment Site Committee, detailing the satisfaction of each of the minimum requirements, and include any additional factors which may weigh favorably in the host Department's favor. Remember that there may be competition for hosting the National Encampment in the year you are proposing, so be sure to include your most persuasive factors in your proposal.
8. List of Requirements to Host an Encampment:
 - Location city must be easily accessible by automobile and in close proximity to an airport.
 - Host Committee have proposals from at least 3 hotels, (can be in different cities).
 - Cost of transportation from airport to hotel must be reasonable for all Brothers.
 - Host Committee must choose their recommendation for hotel, and state why.
 - List of planned activities before/during/after the Encampment.
 - Hotel must have the appropriate space for the SUVCW and ASUVCW to hold meetings (Diagrams included in book for space requirement). If any of the other Allied Orders are joining us for the Encampment, meeting rooms will be required for them, as well.
 - List of personnel within the Department with skills, willingness and experience to host an Allied Orders Encampment.
 - List of restaurants in close proximity to the hotel, especially those within walking distance.
 - Encampments are held Thursday through Sunday. Dates for the National Encampment should fall between the last weekend of July and the second weekend in August.
 - State how many seats are available in the hotel restaurant.
 - The Allied Orders banquet should be priced at around 36.00, inclusive of all service charges and taxes.

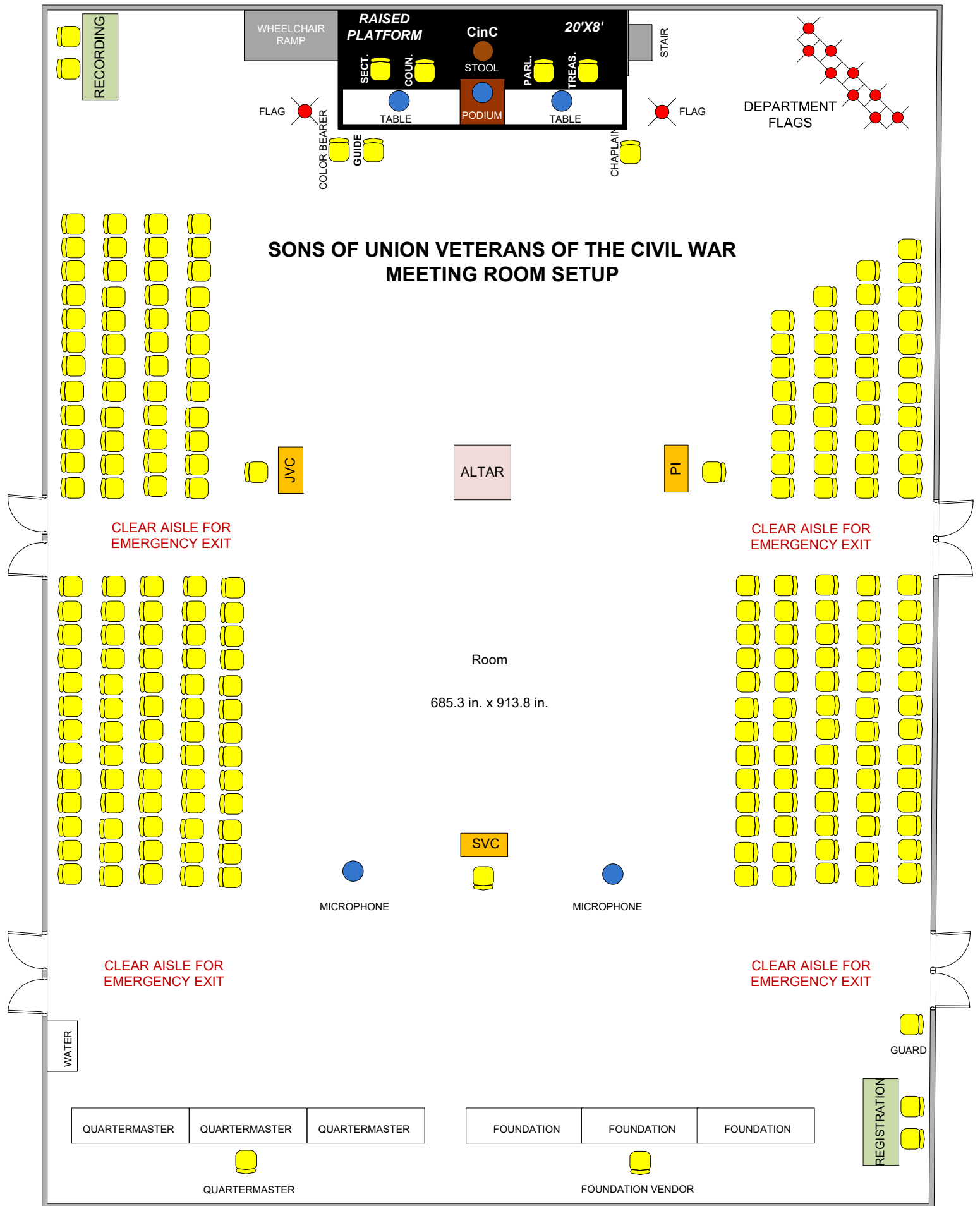
- The SVR breakfast should be a sit down breakfast, and should be priced about 15.00, including all service charges and taxes.
 - The hotel must be aware that some of our groups may require other additional meals, such as PNP/CinC Dinner, Masonic Luncheon, etc., but these are paid for by those groups, separate from the Master Account.
 - A complimentary suite with adjoining bedrooms must be provided for the Commander-in-Chief from Wednesday thru Saturday.
 - Up to two (2) Complimentary Junior Suites must be provided from Wednesday thru Sunday, if needed. One Junior Suite will be for the ASUVCW National President, and one additional Junior Suite for the National President of any other Allied Order attending the Encampment. If only the ASUVCW is attending, then only one Junior Suite will be required.
9. Upon receipt, the National Encampment Site Committee will review all Written Proposals, and will contact the Department Host Committees in January, to set up site visits, usually done in April or May.
 10. The Host Committee should contact the hotels in their proposal and schedule a time for the Site Committee member(s) and Host Committee member(s) to meet with hotel management and tour the hotel. Meeting rooms, guest rooms, sales and display rooms, rest rooms and elevators should be included with the tour, in addition to a 1 hour “sit down” meeting with hotels staff.
 11. At the conclusion of all site visits by the National Encampment Site Committee, all hotels will be discussed and a scoring system applied to their proposals. In some cases, additional considerations will be applied, such as a coinciding historical anniversary date, length of time since the Department hosted a previous National Encampment, etc.
 12. The Department with the winning proposal will be awarded the bid. The Committee will issue a decision by around June 1st, depending on how many proposals are received.
 13. If National Encampment Site Committee decides that your Department will host the Encampment, it will sign a contract with the chosen hotel.
 14. The National Encampment Site Committee will announce the chosen location of the National Encampment at the next National Encampment.

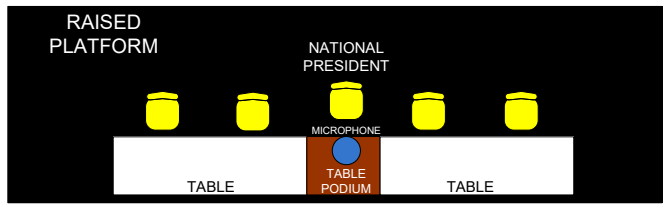
Host Committees and Their Duties

1. The Commander of the Department interested in hosting an Allied Orders National Encampment shall appoint a Host Committee, made up of dedicated, experienced and skilled Members, who will see the venture through to completion. (It is HIGHLY recommended that some (or most) committee appointees have attended a National Encampment in the past, and are familiar with the activities and expectations entailed in hosting one.)
2. The Host Committee will, in most cases, outlive the Department Commander's terms of office, so the Department Commander should choose Members that will be acceptable and will work well with future Department Commanders.
3. Department Host Committees should have no less than five members, and should have enough members to complete all the duties associated with coordinating an Allied Orders National Encampment.
4. The Department Commander shall contact the Department Presidents of each Order, and invite them to appoint representatives to serve on the Host Committee. In Departments where no members of the WRC, LGAR, DUVCW or ASUVCW exist, the Department Commander shall contact the National President and ask that she appoint a representative from another Department to the Host Committee.
5. Once the Host Committee is appointed, the Department Commander should appoint a chairman. The chairman is responsible for, and is in charge of, the Encampment.
6. At the first meeting of the committee, a secretary and a treasurer should be elected. The secretary shall record the minutes of each meeting. The treasurer should maintain an accounting of all funds received and disbursed.
7. Host Committees should meet frequently, and any issues that may arise be identified and solved as soon as possible. Tasks should be delegated to members, to help distribute the workload. It is critical that all members of the Host Committee be included in the planning, so that, if someone drops out, another member can assume their responsibilities if they are unable to continue serving.
8. The first duty of the Host Committee is to transmit a request to host a National Encampment to the National Encampment Site Committee, and to research and construct a formal proposal.
9. If the request is accepted by the National Encampment Site Committee, the Host Committee shall coordinate site visits and meetings at the hotels by members of the Site Committee.
10. If the Department is chosen by the National Encampment Site Committee as the host of an Allied Orders National Encampment, the Host Committee shall contact the Commander-in-Chief and National Presidents of any Orders attending the Encampment, and ask that a National Liaison to the Host Committee be appointed to advise the committee on particular issues concerning their individual Orders, and to transmit the wishes of their Commander-in-Chief/National Presidents.
11. The Host Committee must publish an Encampment program, procure Encampment commemorative ribbons, and produce an Encampment commemorative medal, for each member of the Allied Orders attending the Encampment.

INSTRUCTIONS FOR HOSTING AN ALLIED ORDERS NATIONAL ENCAMPMENT

12. The Host Committee must procure souvenirs bags, (a.k.a. “goodie bags”) with local tourism information, souvenirs, writing instruments and other assorted paraphernalia inside, for each member of the Allied Orders attending the National Encampment.
13. The Host Committee must procure a boutonniere for the Commander-in-Chief, and corsages for the National President of any other Allied Order attending the National Encampment, as well as a floral arrangement for each of the business meeting rooms.
14. The Host Committee must organize fundraising efforts to help defray the cost of the National Encampment. This includes: selling advertisements and memorials in the Encampment Program book; procuring souvenirs for sale, such as tee shirts, polo shirts, special medals, etc.; raffles and any other efforts which the Host Committee might come up with.
15. The Host Committee must create an advertisement for the Encampment, which will be sent to the Banner for publication in the Spring issue preceding the Encampment.
16. The Host Committee shall contact National, State and local public officials and invite them to appear or send Letters of Greeting to the Allied Orders on the occasion of the National Encampment.
17. The Host Committee must coordinate with the hotel staff to ensure that meeting room configurations adhere to the diagrams provided by each order.
18. The Host Committee must coordinate the Banquet dinner. They must meet with the hotel Food and Beverage staff to ensure that the Banquet dinner room is configured properly, including the head table, A/V equipment and areas for entertainment, (if any).
19. The Host Committee must work with the Commander-in-Chief or his representative ensure that the National Encampment
20. The Host Committee must produce a Banquet Program for each diner. The Banquet follows a predetermined schedule which coordinates with timing of food service. The schedule should be as follows:
 - a. Welcome by the Commander-in-Chief or Master of Ceremonies
 - b. Presentation of the Colors
 - c. Brief comments by Commander-in-Chief or Master of Ceremonies
 - d. Invocation by the Chaplain
 - e. Dinner service.
 - i. Music may be played during dinner, but it should be softer, background type music, and not so loud as to drown out dinner conversation.
 - ii. It is highly suggested that Departments forego speakers as entertainment, as this is not usually well received (nor often well attended).
 - f. Introductions and speeches
 - i. This should be done after the dinner service has concluded.
 - g. Retiring of the Colors
 - h. Benediction by the Chaplain.



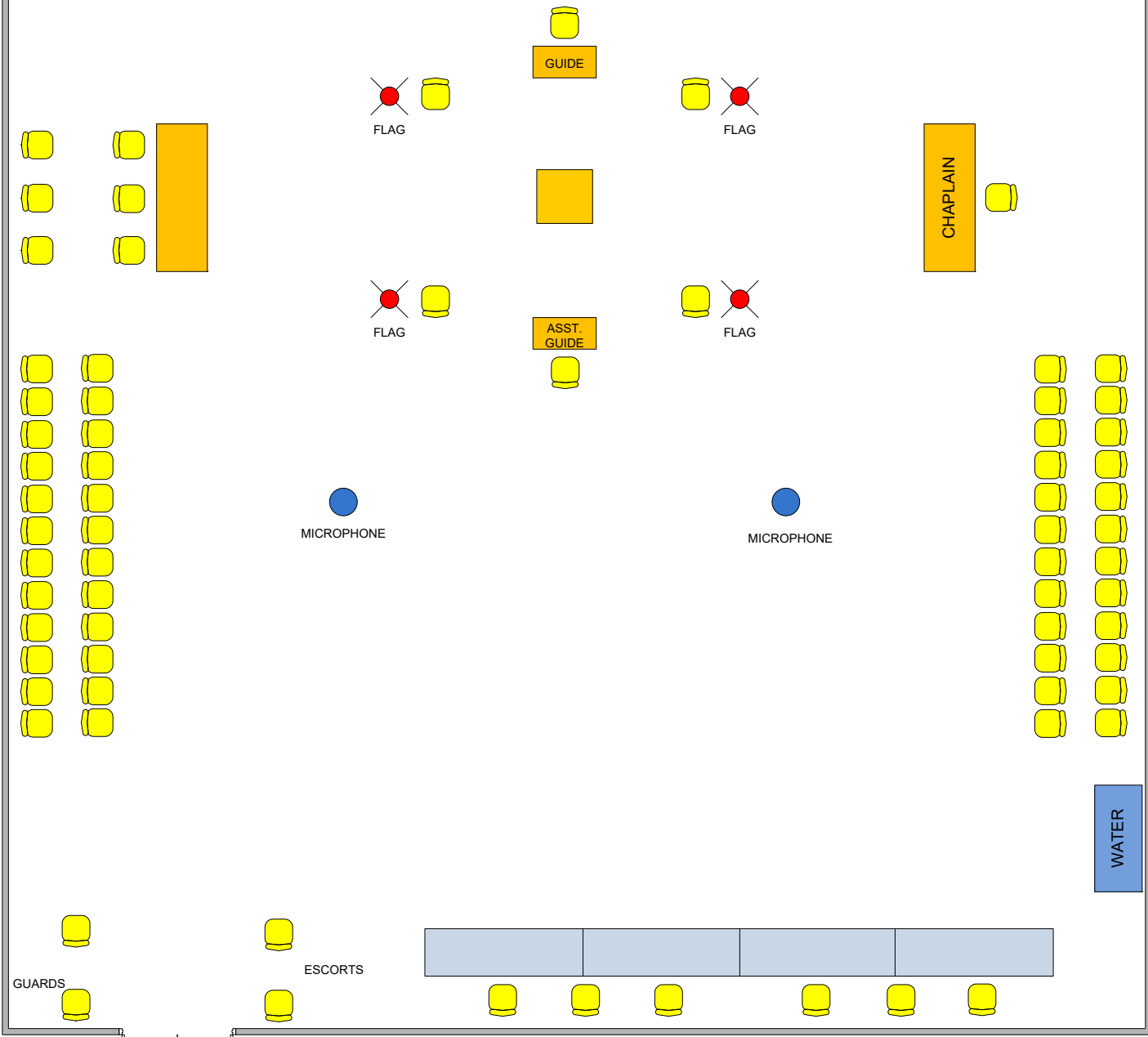


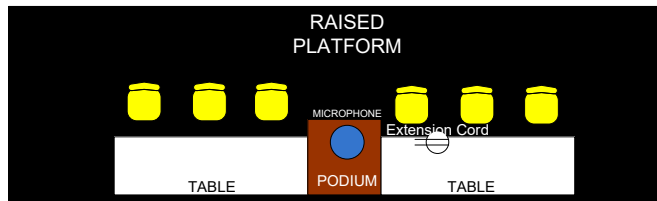
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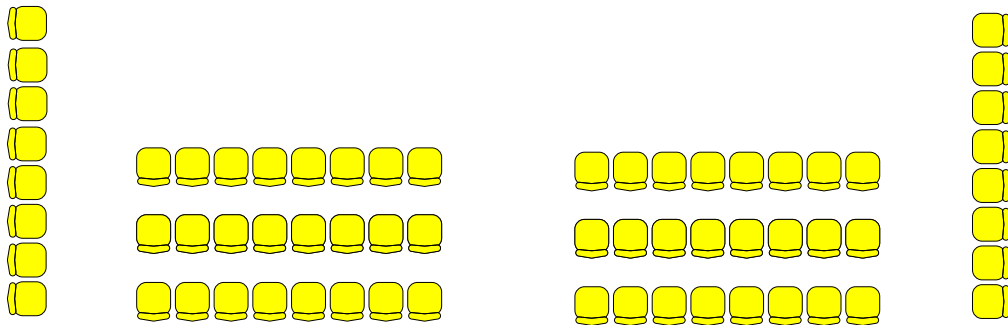
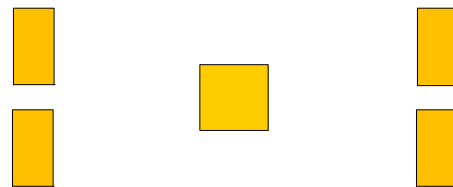
PATRIOTIC INSTRUCTOR

AUXILIARY TO THE SONS OF UNION VETERANS OF THE CIVIL WAR MEETING ROOM SETUP



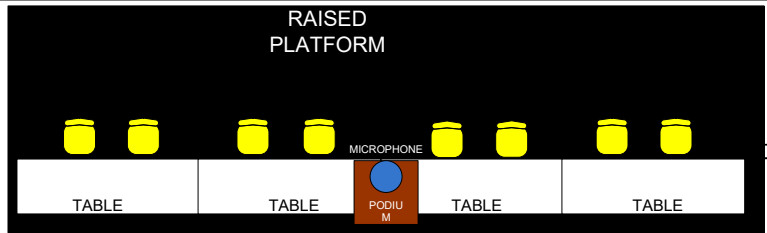


LADIES OF THE GRAND ARMY OF THE REPUBLIC MEETING ROOM SETUP



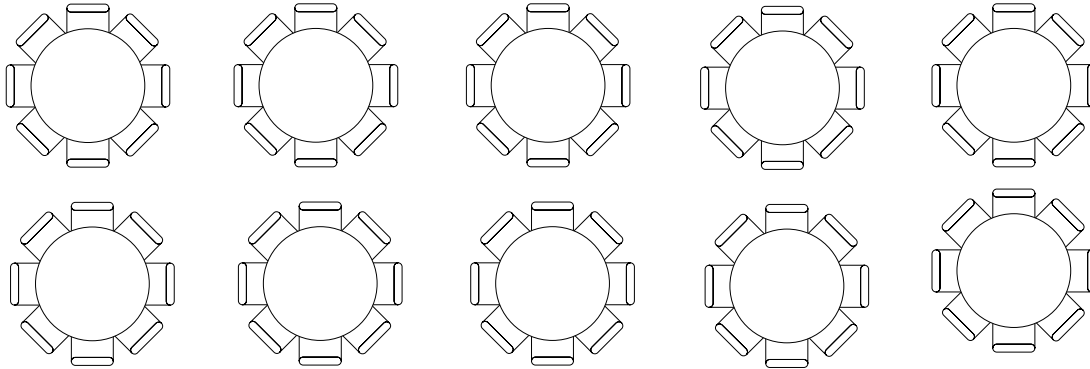
WATER



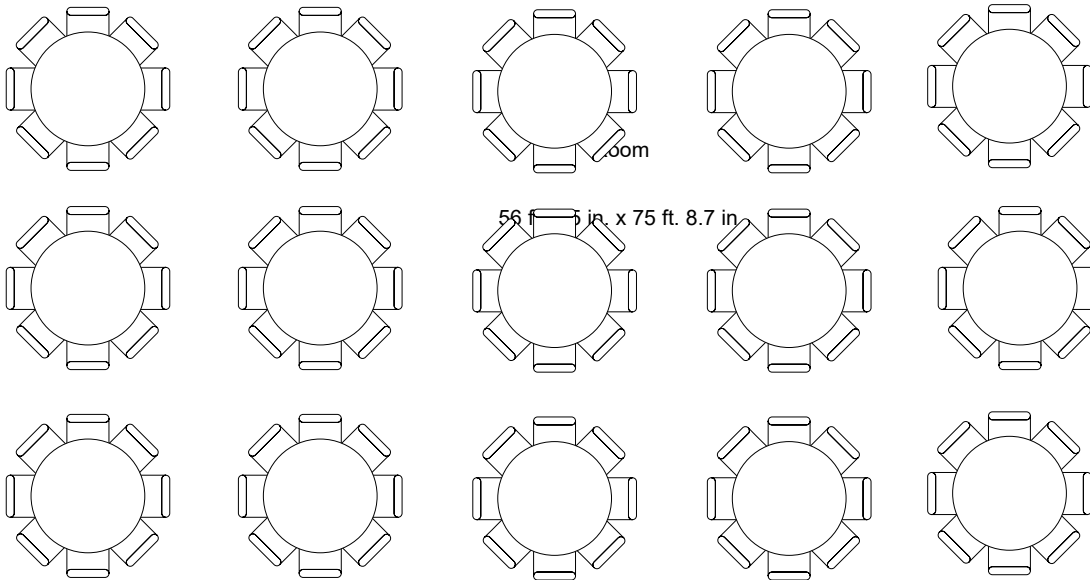


ALLIED ORDERS BANQUET SETUP

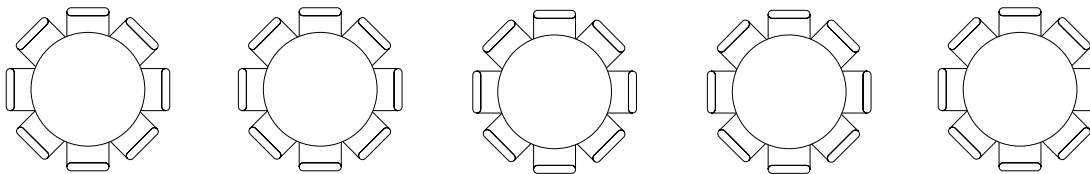
CLEAR AISLE TO ALLOW EMERGENCY EXIT OF ROOM



CLEAR AISLE TO ALLOW EMERGENCY EXIT OF ROOM



CLEAR AISLE TO ALLOW EMERGENCY EXIT OF ROOM



CLEAR AISLE TO ALLOW EMERGENCY EXIT OF ROOM

CLEAR AISLE TO ALLOW EMERGENCY EXIT OF ROOM
ON "EXIT" SIDE OF ROOM

**CHECKLISTS
FOR
HOST COMMITTEE
DUTIES**

20__ NATIONAL ENCAMPMENT PLAN

FOLDER #1

NATIONAL ENCAMPMENT HOST COMMITTEE

Responsibility of: _____

A. NATIONAL LIAISONS

- 1. The Commander-in-Chief and the National Presidents should each appoint representatives to act as liaisons.
 - a. National liaisons are called upon for advice concerning their particular Order.
 - b. National liaisons transmit the wishes of the Commander-in-Chief/National Presidents.

B. LOCAL REPRESENTATIVES

- 1. Local representatives from each Order attending should be appointed to serve on the local Host Committee.
 - a. SUVCW
 - b. ASUVCW
 - c. LGAR
 - d. DUVCW
 - e. WRC

C. PROCESS

- 1. Host Committee should meet frequently.
 - a. Issues must be identified early and dealt with as soon as possible.
 - a. All Host Committee members must be included in the planning.
 - b. There should be no lesser members, or "executive committees", etc.
 - c. Delegate tasks to help distribute workload and responsibilities.

D. LEAD TIME

- 1. Start meeting and planning as soon as possible, as time goes by quickly.
 - a. Envelopes should be completed by July 1st of your Encampment year.
 - i. (Except preregistration, banquets and tours)

DI. CORRESPONDENCE

- 1. Keep copies of all correspondence sent and received.
- 2. Follow up on all correspondence sent and received.

FOLDER #2

HOTEL

Responsibility of: _____

A. TRANSPORTATION

1. Airport Transportation

a. Hotel Shuttle

b. Taxi, Van, Private Car, etc.

2. Elevators

a. Assure elevators are present for every floor and are capable of carrying disabled Members.

3. Parking

a. Free or discounted

i. If paid, no charge for multiple in and outs daily

B GUEST ROOMS

1. Block off the following number of rooms:

a. 30 rooms for Wednesday

b. 130 rooms for Thursday

c. 140 rooms for Friday

d. 140 rooms for Saturday

e. 10 rooms for Sunday

f. 450 total room nights

g. Rooms should be blocked together as much as possible.

h. Lowest rate possible.

2. Complimentary suites for sitting National Commanders/Presidents

a. SUVCW - large enough to hold Open House or obtain an additional room

b. ASUVCW

c. LGAR - if attending

d. DUVCW - if attending

e. WRC - if attending

3. Obtain complimentary rooms for Host Committee operations.

a. One room for Committee headquarters

b. One room as "crash site"/changing room.

C. BUSINESS SESSIONS MEETING ROOMS

1. Meeting room for each order attending.

2. Rooms should be on the same floor and as close together as possible.

3. Rooms should be large enough for the following numbers of attendees:

a. SUVCW meeting room - 250 + people

b. ASUVCW meeting room - 100 + people

c. LGAR meeting room (if attending) - 75 + people

d. DUVCW meeting room (if attending) - 50 + people

e. WRC meeting room (if attending) - 25 + people

4. Ceiling heights should be at least 12 ft. for all meeting rooms

5. Microphones for meeting rooms are as follows:

a. SUVCW meeting room - 5 microphones with mixer, 3 podium and 2 on stands
at rear of room

- b. ASUVCW meeting room - 3 microphones with mixer, 1 on podium and 2 on stands
- c. LGAR meeting room - 1 microphones with mixer on the podium.
-
-
-

D. BANQUET ROOMS

- 1. Allied Orders Banquet - 250 - 300 people
 - a. rounds of 10 people per 72" table or rounds of 8 for 60" tables
 - b. need podium microphone
 - c. head table (see Folder #12)
- 2. Friday Meals (if scheduled)
 - a. Masonic Breakfast - 20 people
- 3. Friday Evening Banquets:
 - a. Auxiliary PNP and SUVCW PC-in-C Banquet - 25 people (paid by them)
- 4. Saturday Morning Breakfasts:
 - a. SVR Breakfast - 100 people

DI.

DII.

DIII. CAMPFIRE ROOM

- 1. This room must be able to accommodate 250 - 300 attendees
- 2. Usually the SUVCW meeting room

DIV. MEMORIAL SERVICE & JOINT OPENING

- 1. This room must be able to accommodate 200 - 250 attendees
- 2. See Folder #5

DV. DISPLAY / MERCHANDISE SALES ROOM

- 1. Number of tables to be sold depends on the size of the room.
 - a. Coordinate with hotel staff, to see what will fit.
- 2. Displays must be secured or guarded overnight

DVI. COUNCIL OF ADMINISTRATION MEETINGS

- 1. Thursday Evening meeting at 8:00 PM
 - a. U-shaped setup for 16 people + 20 chairs around the room, against walls
- 2. Sunday Morning meeting at 8:00 AM
 - a. U-shaped setup for 16 people + 20 chairs around the room, against walls

DVII. NONDENOMINATIONAL CHURCH SERVICE

- 1. Sunday Morning meeting at 7:15 AM
 - a. Theater style meeting for 25 - 30 people

DVIII. BILLING

- 1. Master hotel bill is controlled only by the chairman of the National Encampment Site Committee and the chairman of the National Encampment Host Committee.
- 2. No other organization or person is authorized to make additional charges to the Master Bill.

SAMPLE HOTEL CONTRACT

*DEPARTMENTS SHOULD USE THIS AS AN AIDE TO INCLUDE
MOST OF THE INFORMATION FOR THE NATIONAL ENCAMPMENT*

This Agreement between Sons of Union Veterans of the Civil War ("Customer") and Sample Hotels ("Hotel") is effective as of the date it is signed by Hotel ("Agreement Date").

CUSTOMER:

ORGANIZATION:	Sons of Union Veterans of the Civil War
NAME OF EVENT:	(Year) National Encampment of the Allied Orders of the Grand Army of the Republic
CONTACT, ADDRESS, PHONE & EMAIL:	Chairman of the National Encampment Site Committee Home Address Telephone Number Email Address

PROPERTY:

PROPERTY	Hotel Name
HOTEL ADDRESS	Street address
DATES:	Actual dates (From last week of July through the 2nd full week of August)
HOTEL SALES REPRESENTATIVE, ADDRESS, PHONE & EMAIL:	Representative's Name Telephone Number FAX Number Email Address

GUEST ROOMS:

Guest Rooms: This Agreement applies to the following block of guest rooms (the "Room Block"):

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.
Run of House Guest Rooms	0	0	0	20-30	125	150	150	10	0	0	0

***NOTES:** Since the contracts are signed 2-3 years out, the National Site Committee will ascertain which Ladies groups will be attending and how many rooms they will need, as it will affect not only room block, but also the meeting space requirements.*

Discounted overnight rate should be honored 3 days before, (prior Sunday) and 3 days after, (following Wednesday) the formal room block.

ATTENDEES ROOM BLOCK

Rooms	Single Rate	Double Rate	Triple Rate	Quadruple Rate
Run of House Guest Rooms	\$109	\$109	\$115	\$120

Cut-off Date: The "cut-off date" for reserving rooms in the Room Block is 5:00 p.m. local time at Hotel on XX-Jul-20XX. After the cut-off date, it is at Hotel's discretion whether to accept additional reservations, which will be subject to prevailing rates and availability. Failure to reserve rooms in the Room Block prior to the cut-off date does not reduce Customer's total guest room night commitment and does not impact the "Attrition" or "Cancellation" provisions below.

SAMPLE HOTEL CONTRACT

DEPARTMENTS SHOULD USE THIS AS AN AIDE TO INCLUDE MOST OF THE INFORMATION FOR THE NATIONAL ENCAMPMENT

Rates do not include applicable state and local taxes, currently XX.X%, subject to change. No automatic or mandatory charges are tips, gratuities, or services charges for employees, unless otherwise expressly stated.

Rates (\$109.00) will be available 3 days prior and 3 days after the Event Dates indicated in the Room Block, subject to availability of guest rooms at the time of reservation.

Rates are non-commissionable.

Reservations: Individual's will call in on own to make room reservations. A reservation link will be provided for guests as well to make online reservations for their stay.

Early Departure Fee: An early departure fee of one night stay (\$109.00) will apply if a Customer attendee checks out prior to the confirmed checkout date. If a guest has a death of an immediate family member, they will be exempt from the early departure fee.

Individual Room Cancellation: Individual guests have 24 hours prior to arrival date to cancel their room reservation without penalty.

NOTES: The room rate for Single and Double rooms should be in the range of \$105.00 to \$120.00 per night. Rates vary depending on the location of city where the hotel is located. Hotel room rates will be subject to state and local taxes in effect at the time of check in.

The Single and Double room rate should be the same. Suites should be discounted by 20% off Room Rack rate for the hotel, if available.

Individual attendees will be responsible for making their own reservations, and the SUVCW is not responsible for any room charges for anyone attending the Encampment. Ask hotel for a group code where our members may call in to the hotel, or National Reservation system and get a reservation number.

Complimentary wireless must be available in the meeting rooms. Ask if hotel has complimentary wireless for guest rooms.

COMPLIMENTARY GUEST ROOMS:

	Su n.	Mon.	Tue.	Wed.	<u>Thu.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun.</u>	<u>Mon.</u>	<u>Tue.</u>	<u>Wed.</u>
Master Suite: CinC's Room	0	0	0	1	1	1	1	0	0	0	0
Junior Suite: Auxiliary NP's Room	0	0	0	1	1	1	1	0	0	0	0
Junior Suite: LGAR NP's Room	0	0	0	1	1	1	1	0	0	0	0

NOTES: One complimentary Suite with two attached bedrooms is required for the Commander in Chief. One complimentary Jr. Suite for the National President of the Auxiliary is required. One complimentary Jr. Suite for the National President of the LGAR, if the LGAR is attending the Encampment. It will be known whether or not the LGAR is attending prior to signing the hotel contract. If the LGAR is not attending, only one complimentary Jr. Suite will be required.

SAMPLE HOTEL CONTRACT

*DEPARTMENTS SHOULD USE THIS AS AN AIDE TO INCLUDE
MOST OF THE INFORMATION FOR THE NATIONAL ENCAMPMENT*

FUNCTION/EVENT AGENDA

SET UP DAY

<u>THURSDAY</u>	<u>START/END TIME</u>	<u>FUNCTION</u>	<u>ROOM</u>	<u>SET UP</u>	<u>#PPL</u>
08/XX/XXXX	12:00 PM / 10:00 PM	Office	TBD	Diagram	10
08/XX/XXXX	3:00 PM / 11:00 PM	SUVCW Set Up	TBD	Diagram	240
08/XX/XXXX	3:00 PM / 11:00 PM	ASUVCW Set Up	TBD	Diagram	60
08/XX/XXXX	3:00 PM / 11:00 PM	LGAR Set Up	TBD	Diagram	25
08/XX/XXXX	3:00 PM / 9:00 PM	Exhibits	TBD	Diagram	12
08/XX/XXXX	3:00 PM / 8:00 PM	SUVCW Registration	Inside Meeting Room	(2) 3x6ft Tables	6
08/XX/XXXX	3:00 PM / 5:00 PM	ASUVCW Registration.	Outside Meeting Room	3x8ft Table	4
08/XX/XXXX	3:00 PM / 5:00 PM	LGAR Registration	Outside Meeting Room	3x8ft Table	2
08/XX/XXXX	8:00 PM / 11:30 PM	C of A Meeting	TBD	Diagram	25

BUSINESS DAY 1

<u>FRIDAY</u>	<u>START/END TIME</u>	<u>FUNCTION</u>	<u>ROOM</u>	<u>SET UP</u>	<u>#PPL</u>
08/XX/XXXX	7:00 AM / 9:00 PM	Office	TBD	Diagram	10
08/XX/XXXX	7:00 AM / 6:00 PM	SUVCW Registration	Inside Meeting Room	(2) 3x6ft Tables	6
08/XX/XXXX	7:00 AM / 5:00 PM	ASUVCW Registration.	Outside Meeting Room	3x8ft Table	4
08/XX/XXXX	7:00 AM / 5:00 PM	LGAR Registration	Outside Meeting Room	3x8ft Table	2
08/XX/XXXX	8:00 AM / 9:00 PM	Exhibits	TBD	Diagram	12
08/XX/XXXX	8:00 AM / 9:30 AM	Memorial Svc./Joint Open.	SUVCW Meeting Room	Diagram	220
08/XX/XXXX	8:00 AM / 5:00 PM	ASUVCW Meeting	ASUVCW Meeting Room	Diagram	60
08/XX/XXXX	8:00 AM / 5:00 PM	LGAR Meeting	LGAR Meeting Room	Diagram	25
08/XX/XXXX	10:00 AM / 5:00 PM	SUVCW Meeting	SUVCW Meeting Room	Diagram	240
08/XX/XXXX	7:00 PM /11:00 PM	Campfire	SUVCW Meeting Room	Diagram	200

BUSINESS DAY 2

<u>SATURDAY</u>	<u>START/END TIME</u>	<u>FUNCTION</u>	<u>ROOM</u>	<u>SET UP</u>	<u>#PPL</u>
08/XX/XXXX	7:00 AM / 5:00 PM	Office	TBD	Diagram	10
08/XX/XXXX	7:00 AM / 8:30 AM	SVR Breakfast	TBD	Diagram	100
08/XX/XXXX	8:00 AM / 5:00 PM	Exhibits	TBD	Diagram	12
08/XX/XXXX	8:00 AM / 12:00 PM	ASUVCW Registration.	Outside Meeting Room	3x8ft Table	4
08/XX/XXXX	8:00 AM / 12:00 PM	LGAR Registration	Outside Meeting Room	3x8ft Table	2
08/XX/XXXX	8:30 AM / 12:00 PM	SUVCW Registration	Inside Meeting Room	(2) 3x6ft Tables	6
08/XX/XXXX	9:30 AM / 5:00 PM	ASUVCW Meeting	ASUVCW Meeting Room	Diagram	60
08/XX/XXXX	9:30 AM / 5:00 PM	LGAR Meeting	LGAR Meeting Room	Diagram	25
08/XX/XXXX	9:30 AM / 5:00 PM	SUVCW Meeting	SUVCW Meeting Room	Diagram	240
08/XX/XXXX	7:00 PM /10:00 PM	Allied Orders Banquet	SUVCW Meeting Room	Diagram	#Sold

SAMPLE HOTEL CONTRACT

DEPARTMENTS SHOULD USE THIS AS AN AIDE TO INCLUDE MOST OF THE INFORMATION FOR THE NATIONAL ENCAMPMENT

DEPARTURE DAY

<u>SUNDAY</u>	<u>START/END TIME</u>	<u>FUNCTION</u>	<u>ROOM</u>	<u>SET UP</u>	<u>#PPL</u>
08/XX/XXXX	7:00 AM / 1:00 PM	Office	TBD	Diagram	10
08/XX/XXXX	7:00 AM / 8:00 AM	Religious Services	TBD	Theater	40
08/XX/XXXX	8:00 AM / 11:30 AM	C of A Meeting	TBD	Diagram	25

If Hotel wishes to move the space, it must be the same size as to fit the set up, and required square footage needed.

Function Space Rental Fee: Based on a sliding scale, (excluding taxes and other charges).

Number of Guest Rooms Pick Up	Meeting Space Room Rental
80 % or higher of Guest Rooms Pick Up	Complimentary Meeting Space Room Rental
79% or less of Guest Rooms Pick Up	\$5000.00 Meeting Space Room Rental

Rates do not include applicable state and local taxes, currently X%.

Assignment of Function Space: Hotel will provide Customer with Function Space in accordance with the schedule of events, based on the contracted number of people attending the event. Hotel may make reasonable substitutes to Function Space by notifying Customer.

Banquet Event Orders: Hotel will provide Customer with Banquet Event Orders ("BEOs") that specify and confirm the specific details and terms and conditions for each event including, final menu selections, pricing, room set up and decor.

Food & Beverage: Customer is responsible for \$9,000.00 Inclusive of taxes and gratuities Food & Beverage Minimum.

Menu prices will be confirmed on Banquet Event Orders (BEOs). The following additional amounts are included In the Food & Beverage Minimum:

(1) A service charge, currently XX% of the total food and beverage revenue (plus applicable taxes), will be distributed to employees who provided the service; and (2) A taxable administrative charge, currently XX% of the total food and beverage revenue (plus applicable taxes), will be retained by Hotel to cover discretionary costs or the event. No fee or charge (other than the service charge), including administrative fees, set up fees, labor fees, or bartender or food station fees, is a tip, gratuity, or service charge for any employee.

Food & Beverage Menu:

Saturday, August XX,20XX

Plated Breakfast

- Scrambled Eggs
- Bacon
- Home Fries
- Toast
- Regular and Decaffeinated Coffee and Assorted Teas
- Pitchers of Orange Juice

\$15.00 Inclusive per person

Saturday, August 11,2018

Three Course Plated Dinner

- Salad
- Rolls

SAMPLE HOTEL CONTRACT

DEPARTMENTS SHOULD USE THIS AS AN AIDE TO INCLUDE MOST OF THE INFORMATION FOR THE NATIONAL ENCAMPMENT

- Chicken Entree
 - Chef's choice Vegetable
 - Chef's choice Starch
 - Chef's choice Dessert
 - Regular and Decaffeinated Coffee and Assorted Teas
- \$36.00 Inclusive per person**

NOTES: We prefer hotels that do not have parking fees, but, again, the location of the city will dictate this. If a parking fee is involved, try to keep it at 10.00 or below.

Sons of Veterans Reserve breakfast will need a private meeting room, and the cost should be kept at about \$15.00 inclusive. This must be a full breakfast such as eggs, meat, hash browns, toast or muffin, plus coffee, tea, or milk. It may not be a Continental Breakfast. Approximately 100 attendees.

Saturday night Dinner will be held in the Son's meeting room Saturday night at 7:00pm. A diagram will be provided, and the Host Committee will negotiate the dinner with the Chef, or F&B Director which should be kept at \$36.00 inclusive

Advise Hotel that other group events, such as the PNP/PCinC Dinner, Masonic Luncheon, etc., may take place, and that these groups will contact hotel directly and will be responsible for their own charges.

The hotel attrition rate cannot be higher than 80%.

Minimum Revenue: This Agreement will generate revenue for Hotel from a variety of sources, including guest rooms, food & beverage, and charges for ancillary services. The minimum revenue anticipated by Hotel under this Agreement (excluding taxes and other charges) is:

Minimum Guest Room Revenue (#of room nights in Room Block x average Rate):	\$XX,XXX.00
Minimum Food & Beverage Revenue (based on committed food & beverage minimum):	\$X,XXX.00 Inclusive
Room Rental Revenue:	Complimentary based on sliding scale
Total Minimum Revenue:	\$XX,XXX.00

If Customer does not fulfill all of its commitments or cancels this Agreement, Customer agrees that Hotel will suffer damages that will be difficult to determine. The "Attrition" and "Cancellation" provisions below provide for liquidated damages agreed upon by the parties as a reasonable estimate of Hotel's losses and do not constitute a penalty of any kind.

Attrition: Customer will meet its minimum revenue requirements under this Agreement if it fulfills its Adjusted Minimum Room Revenue and its Adjusted Minimum Food & Beverage Revenue based on the attrition allowances below:

Adjusted Minimum Guest Room Revenue:	80% of \$XX,XXX.00 = \$XX,XXX.00
Adjusted Minimum Food & Beverage Revenue:	100% of \$X,XXX.00 = \$X,XXX.00 Inclusive

These attrition allowances do not apply if Customer cancels the Agreement or does not hold the event at Hotel. If Customer holds its event at Hotel, but does not fulfill its Adjusted Minimum Room Revenue or its Adjusted Minimum Food & Beverage Revenue commitment it will pay **Attrition Damages (plus all applicable taxes) as a reasonable estimate of Hotel's losses as follows:**

Guest Room Attrition Damages equal:	F&B Attrition Damages equal:
Adjusted Minimum Guest Room Revenue minus actual guest room revenue	Adjusted Food & Beverage Revenue minus actual food and beverage revenue

SAMPLE HOTEL CONTRACT

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Cancellation: If Customer cancels this Agreement, Customer will provide written notice to Hotel, accompanied (except in the case of a Force Majeure) by payment of the amounts indicated below:

From the Agreement Date - December 31, 20XX	15% of Total Minimum Revenue=\$X,XXX.XX
From January 1, 2016 -June 30,20XX	30% of Total Minimum Revenue=\$XX,XXX.XX
From July 1, 2016- December 31, 20XX	45% of Total Minimum Revenue= \$XX,XXX.XX
From January 1, 2017- June 30, 20XX	60% of Total Minimum Revenue= \$XX,XXX.XX
From July 1, 2017- December 31, 20XX	75% of Total Minimum Revenue=\$XX,XXX.XX
From January 1, 2018 -August 8, 20XX	90% of Total Minimum Revenue=\$XX,XXX.XX

The parties agree that the amounts included in this Cancellation clause are reasonable estimates of the losses that would be incurred by Hotel and factor in Hotel's ability to mitigate its losses through resale.

Chain Affiliation: in the event that Hotel is no longer operating under a SAMPLE brand, Customer will have the right to terminate this Agreement without liability with written notice to Hotel as long as such notice is given within 30 days of Customers receipt of notice of such occurrence.

If Hotel changes its name, or sells the property to another entity, the event Site Chair must immediately be notified in writing and may cause a termination of this contract, based upon the Site Committee's decision.

Payment Options: Payment will be made as indicated below. Please check applicable option.

	Customer Pays	Guest Pays
Guest rooms (including taxes and automatic or mandatory charges):		X
Event Food & Beverage (including taxes, service charges, and administrative charges :	X	
Incidental charges:		X

Master Account: Hotel will set up a "Master Account" for Customer for payment of charges under this Agreement. Customer must review all charges billed to the Master Account to ensure accurate billing.

Payment: Customer will pay the estimated amount of the Master Account as shown on the deposit schedule. Customer will advise Hotel of its expected method of payment of the Master Account at least 30 days in advance of XX-Aug-20XX. If Customer will pay using a credit card honored by Hotel, a valid credit card must be provided to Hotel to hold function space and guestrooms upon signing agreement. Any amounts not paid at departure will accrue interest at 1%% per month from the date of departure. Customer must notify Hotel of any disputes within 5 business days of Customers receipt of invoice from Hotel or disputes will be considered waived. If Hotel determines after a deposit schedule that Customer's credit status has changed negatively, Hotel may require payment of all estimated Master Account charges no later than 14 days before XX-Aug-20XX.

- Customer (The Department of XX, S.U.V.C.W.) must provide a credit card upon signing agreement to hold contracted function space and contracted guestrooms.
- Customer (The Department of MA, S.U.V.C.W.) must provide a deposit of\$1000.00. This deposit will be sent to the Hotel within 14 days of the signing of the contract, which will be by check. The Chairman should be notified immediately of any payment issues with respect to these events.
- A direct bill application will be sent to client 1 year in advance, August 20XX to be

SAMPLE HOTEL CONTRACT

*DEPARTMENTS SHOULD USE THIS AS AN AIDE TO INCLUDE
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approved for August 20XX event.

- **Event Costs will be guaranteed to the SUVCW Master Bill -Saturday night dinner, Saturday morning breakfast, audio visual needs.**
- **Individual guests pay on own for guestrooms.**
- **Remaining balance due for banquet Food & Beverage will be presented to Hotel by a Company (The Department of XX, S.U.V.C.W.) check by Customer 7 days prior to arrival date of event, Wednesday, August X, 20XX.**
- **If held, special group functions will responsible for making their own arrangements, as well as responsible for payment at the time of the event. They may be: Men's Masonic Luncheon, LGAR Friendship Luncheon, Past Presidents and Commanders Dinner, and the LGAR Betsy Ross Luncheon. Please understand that these functions may or may not occur. If they do, they are responsible for everything, including payment.**
- **Any changes, additions, stipulations or deletions, including corrective lining out by either the Hotel or Sons of the Union Veterans of the Civil War, will not be considered agreed to or binding on either party unless such modifications have been initialed or otherwise approved in writing by both parties.**
- **The Site Chairman and the Host Committee Chair are the only two individuals authorized to have any charges posted to the Master Bill. No other individual may make changes nor will they have the authority to do so. The Hotel will be notified 30 days in advance as to who those two gentlemen will be by the National Encampment Site Committee Chair.**
- **Any changes requested on behalf of the Sons of Union Veterans of the Civil War must come in writing from the Chair, National Encampment Site Committee, or, if he is not present, from a National Encampment Site Committee member. No other members of the organization have the authority to alter the contract.**

Concessions: Hotel will provide the following concessions if at least 80% of the Minimum Guest Room Revenue is received and 100% of Minimum Food & Beverage Revenue is received.

FUNCTION INFORMATION AGENDA

Please see attached sheet. This cannot be changed.

FACILITY SERVICE CHARGE

This fee will be set by the hotel based on the number of room nights we guarantee in relation to the amount of meeting space we require, and the amount of Banquet Food and Beverage we spend. This would be the SVR Breakfast, and the Banquet Dinner Saturday. Also included is the cash bar before Saturday night's dinner. The amount they will ask for should not be more than \$7500.00. We know from experience the last 3-4 years that we do not get even get close to 300 for dinner anymore. It is around 200-225. If the minimum

SAMPLE HOTEL CONTRACT

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F&B charge is not attained (\$7500.00), the Host Department will have to pick up the remaining shortage. The hotel will not include the Service Charge and tax in the F&B amount. So you are actually dealing with about 24.00 for the dinner and about 11.00 for the SVR Breakfast. We will look at this very closely the way they word this, as it is tricky.

CANCELLATION FEE

The hotel will put in language for a cancellation fee, but the National Encampment Site Committee will deal with that.

AUDIO VISUAL SERVICES

This equipment list is already determined by the National Committee which are provided to you on the diagrams. Ask for a 10% discount if you can get it. Most hotels now have a third party doing their A/V, and they have little control over this issue. The requirements for now are:

Son's meeting room: Head table, one table or standing podium, plus two table microphones, and two free standing microphones in center of room. Also we will need a five channel mixer for the recording equipment, and the microphones to plug into.

Auxiliary meeting room: Head table, one table/free standing podium with microphone, and one free standing microphone in rear of room. Same for LGAR if they attend.

MASTER BILL OR ACCOUNT

The Chair National Encampment Site Committee, and the Chair of the Department Host Committee are the only two individuals authorized to approve charges to the Master Bill. No other person may do so. The Hotel will be notified in writing 30 days in advance who those individuals are.

DIRECT BILL APPLICATION

The hotel may ask for credit references, which will be handled by the Chair. National Encampment Site Committee. Once the SUVCW has established credit with the hotel, event costs may be guaranteed to the Master Bill in lieu of providing deposits. The Chair should be notified immediately of any payment issues with respect to these events.

The only charges designed to be added to the Master Bill are the SVR Breakfast (which they pay 3 days in advance), the Audio Visual expenses, and the Saturday night Dinner Banquet. A credit will also show for the cash bar from the Dinner event. No other charges may be added unless the Chair of the Host Committee decides to put some other charges on the bill, which only he can do. In his absence, the Chair of the National Site Committee will be next in line.

SAMPLE HOTEL CONTRACT

*DEPARTMENTS SHOULD USE THIS AS AN AIDE TO INCLUDE
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CHANGE OF OWNERSHIP OR NAME OF HOTEL

The hotel agrees to advise the Chairman of the National Encampment Site Committee of the Sons of Union Veterans of the Civil War of the sale of the hotel or change of management to another entity, or a name change immediately before our date of arrival. Any change made above may void this contract if decided so by the leadership of the SUVCW.

ADDITIONAL

- 1. Any changes, additions, stipulations or deletions, including corrective lining out by either the Hotel or SUVCW, will not be considered agreed to or binding on either party unless such modifications have been initialed or otherwise approved in writing by both parties.**
- 2. BEO's from the Catering office shall be sent to the Chair of the National Site Committee at least 7 days before the Encampment.**
- 3. Any changes requested on behalf of the SUVCW must come in writing from the Chair of the National Site Committee, or a member of the National Encampment Site Committee, who will be identified 7 days before the Encampment. NO other members of the organization have the authority to alter the contract.**

Departments: These are some of the things you will encounter during the process of attaining your RFP's. This information gives you a good head start in dealing with the hotel, so the National Encampment Site Committee will be able to read a decent proposal when you bid for getting the Encampment awarded to your Department. If you have any questions, do not hesitate to call Jim Crane.

20 ____ NATIONAL ENCAMPMENT PLAN

FOLDER #3

FINANCES

Responsibility of: _____

A. IT IS CRITICAL to have federal and (if possible) state tax exempt number.

B. Set up separate checking account for Encampment.

C. FUNDING

1. Contact participating organizations by February 1st for their contributions.

a. SUVCW \$3,000.00

b. ASUVCW \$500.00

c. LGAR \$300.00

2. Souvenir Sales

a. Polo shirts, tees, etc.

b. Surplus Encampment medals

c. Special commemorative medals

d. Other, (raffles, sales, etc.)

3. Advertizing sales

a. Individual Members

b. Department and Camps

c. Businesses

d. Other fraternal or veterans organizations

4. Memorials

5. Banquet reservations

6. Tours

D. EXPENDITURES

1. Purchase of Encampment ribbons and name tags

2. Printing of programs

3. Campfire and banquet entertainment

4. Speakers

5. Incidentals, (cameras, film, etc.)

6. Flowers

7. Door prizes

8. Miscellaneous hotel charges

9 Microphones

10 Transportation

a. To/from airport

b. Tour

c. Miscellaneous

11 Hotel Charges

12 Encampment medals

FINAL FINANCIAL REPORT

<u>CATEGORY ITEM</u>	<u>#</u>	<u>REVENUE</u>	<u>EXPENSES</u>	<u>PROFIT/LOSS</u>
BANQUET				
Meals	252	\$7,415.00	\$6,977.31	\$437.69
Mugs	317	\$155.00	\$712.12	-\$557.12
Entertainment		\$0.00	\$1,500.00	-\$1,500.00
Table Decorations	30	\$0.00	\$166.93	-\$166.93
Programs	250	\$0.00	\$128.00	-\$128.00
		<u>\$7,570.00</u>	<u>\$9,484.36</u>	<u>-\$1,914.36</u>
CAMPFIRE				
Entertainment		\$0.00	\$300.00	-\$300.00
Cookies & Punch		\$0.00	\$262.37	-\$262.37
Programs	150	\$0.00	\$77.00	-\$77.00
		<u>\$0.00</u>	<u>\$639.37</u>	<u>-\$639.37</u>
MEDALS				
Registered - Sons	265	\$0.00	\$806.59	-\$806.59
Non-sales Ladies	45	\$0.00	\$136.97	-\$136.97
Non-sales Other	10	\$0.00	\$30.44	-\$30.44
Sales	74	\$947.00	\$225.24	\$721.76
Not Sold	6	\$0.00	\$18.26	-\$18.26
Postage		\$0.00	\$30.00	-\$30.00
		<u>\$947.00</u>	<u>\$1,247.50</u>	<u>-\$300.50</u>
RIBBONS & NAME TAGS				
SUVCW	225	\$2.00	\$85.00	-\$83.00
AUX	100	\$0.00	\$38.00	-\$38.00
LGAR	75	\$0.00	\$28.50	-\$28.50
Name Tag - SUV		\$0.00	\$60.97	-\$60.97
		<u>\$2.00</u>	<u>\$212.47</u>	<u>-\$210.47</u>
ENCAMPMENT BOOKLET				
Printing, etc.	400	\$0.00	\$1,532.00	-\$1,532.00
Sales		\$0.00	\$0.00	\$0.00
Donations		\$65.00	\$0.00	\$65.00
Ads - Allied Orders		\$2,560.00	\$0.00	\$2,560.00
Ads - Outside		\$200.00	\$0.00	\$200.00
		<u>\$2,825.00</u>	<u>\$1,532.00</u>	<u>\$1,293.00</u>
FLOWERS		\$0.00	\$259.51	-\$259.51
MEMORIAL SERVICE				
Programs	150	\$0.00	\$77.00	-\$77.00
Other		\$0.00	\$11.24	-\$11.24
		<u>\$0.00</u>	<u>\$88.24</u>	<u>-\$88.24</u>

20____ NATIONAL ENCAMPMENT PLAN

FOLDER #4
FUND RAISING

Responsibility of: _____

- A. ADVERTISING
 - 1. Program advertisements
 - a. Individual Members
 - b. Businesses

- B. RAFFLES
 - 1. Raffles of Civil War related items
 - a. Works of art
 - b. Antiques and artifacts
 - c. Equipment reproductions
 - 2. 50/50 raffles
 - 3. Raffle tickets for more expensive items may be sold at events leading up to the Encampment

- C. SOUVENIRS
 - 1. Sale of Encampment related souvenirs
 - a. Medals
 - b. Polo shirts
 - c. T-shirts
 - d. Other

- D. ANYTHING ELSE YOU CAN THINK OF TO DEFRAY COSTS

20___ NATIONAL ENCAMPMENT PLAN

FOLDER #5
ENCAMPMENT PROGRAM

Responsibility of : _____

A. EVENT SCHEDULES

- 1. Obtain Encampment schedules for each of the following organizations:
 - a. SUVCW
 - b. ASUVCW
 - c. LGAR

B. PHOTOGRAPHS

- 1. Obtain color photographs of the Commander-in-Chief or National President of the following organizations:
 - a. SUVCW
 - b. ASUVCW
 - c. LGAR

C. NATIONAL OFFICERS

- 1. Obtain a list of National Officers for each of the following organizations:
 - a. SUVCW
 - b. ASUVCW
 - c. LGAR

D. PROGRAM PAGES

- 1. Each Order receives two free pages in the Encampment Program
 - a. Left page: schedule of organization
 - b. Right page: Commander's or President's photo and list of officers

E. GENERAL AND HISTORICAL INFORMATION

- 1. Useful and/or interesting information for attendees
- 2. Map of hotel
- 3. Blank lined pages for note taking

F. LIST OF HOST COMMITTEE MEMBERS

G. FUNCTION ROOM LISTING

- 1. List room names or numbers where functions are occurring

H. BALLOTING PAGES FOR OFFICERS

- 1. Voting strength for each Department
- 2. Commander-in-Chief
- 3. Senior Vice Commander-in-Chief
- 4. Junior Vice Commander-in-Chief
- 5. National Secretary
- 6. National Treasurer
- 7. National Council of Administration
- 8. National Quartermaster

I. FORMAT

- 1. Professionally printed
- 2. Bound with a metal spiral or plastic binding
- 3. 8.5" x 11"

J. USE PREVIOUS PROGRAMS AS A GUIDE

20____ NATIONAL ENCAMPMENT PLAN

FOLDER #6 ADVERTISING

Responsibility of: _____

A. AD TYPES

1. The following types of ads are to be sold to raise funds to support the Encampment:
- a. Individual ads
 - b. Camp ads
 - c. Department ads
 - d. Memorial ads
 - e. Business ads

B. AD SIZES

1. The following sizes of ads can be made available:
- a. Full page
 - b. Half page
 - c. Quarter page
 - d. Special placement
 - i. inside front and rear covers
 - ii. before/after event schedules

C. PRICES

1. Prices are based on ad size
2. Prices are set by local committee

D. ADS SHOULD PAY FOR COST OF PRINTING THE PROGRAM

20 ____ NATIONAL ENCAMPMENT PLAN

FOLDER #7

BANNER & WEB SITE ADVERTISEMENTS

Responsibility of: _____

- A. SCHEDULE OF ACTIVITIES
 - 1. Dates and times

- B. HOTEL INFORMATION
 - 1. Name and location of hotel
 - a. Reservations Information
 - b. Room Rate
 - c. Reservation 800 number

- C. MEMORIAL ADVERTISEMENTS
 - 1. Create order form
 - 2. Ad Sizes and Prices
 - a. Full page
 - b. Half page
 - c. Quarter page
 - 3. Address where form is to be sent

- D. BANQUET RESERVATIONS
 - 1. Create order form
 - 2. Ticket Prices
 - 3. Meal choices
 - 4. Cut off date for reservations
 - 5. Address where reservation form is to be sent

- E. PREREGISTRATION
 - 1. Contact National Secretary on pricing
 - 2. Obtain a copy of the preregistration form to be used by all from the chairman of the Special Committee on Encampment Credentials
 - 3. Prices
 - a. In advance
 - b. At the door
 - 4. Preregistration cut off date
 - 5. Address where preregistration form is to be sent

- F. TOUR INFORMATION
 - 1. Create order form
 - 2. Ticket Prices
 - 3. Tour description
 - 4. Address where order form is to be sent

- G. FUNDRAISING MEDAL
 - 1. Create order form
 - 2. Medal price
 - 3. Medal description
 - 4. Address where order form is to be sent

- H. SEND INFORMATION BY 10/15 OF PRIOR YEAR
 - 1. Banner Editor
 - 2. National Webmaster

20____ NATIONAL ENCAMPMENT PLAN

FOLDER #8

RIBBONS

Responsibility of: _____

A. DESIGN

- 1. Ribbons will be gold with black printing
- 2. Must have G.A.R. badge imprinted on them
- 3. Must be 2.5" wide by 11" to 12" long
- 4. Heat stamped, not screened
- 5. Name of organizations with CinC's/President's name imprinted
- 6. Use prior years' ribbons as an example

B. NAME TAGS

- 1. Plastic holders with pins
- 2. Inserts which will be printed by computer
- 3. Double-sided tape to attach ribbon to name tag.

C. AMOUNT

- 1. Minimum number of tags and ribbons needed:
 - a. SUVCW 250
 - b. ASUVCW 100
 - c. LGAR 75

20___ NATIONAL ENCAMPMENT PLAN

FOLDER #9

FLOWERS

Responsibility of: _____

A. CORSAGES AND BOUTINEER

- 1. A gold corsage is required for the National President of each of the ladies' organizations
 - a. ASUVCW
 - b. LGAR
- 2. One gold boutineer required for the SUVCW Commander-in-Chief
- 3. Provided to the President/Commander-in-Chief early Friday morning.

D. MEMORIAL SERVICES

- 1. Contact the National Chaplains to check if any additional flowers are required for their ceremonies
 - a. Wreath at Memorial ceremony
- 2. Contact the National Chaplains to see how many candles are required for their ceremonies

20____ NATIONAL ENCAMPMENT PLAN

FOLDER #10

TOURS

Responsibility of: _____

A. ATTRACTIONS

1. Historical sites, buildings and museums

B. DATES AND TIMES

1. Performed on Thursday or Sunday, (not enough time during business days).

C. TRANSPORTATION

1. Buses or other group transportation.

D. DURATION

1. Entire tour should be 4 to 6 hours, door to door
 2. Can be broken into 2 half day tours
 3. Choice of 2 different tours is permissible

E. BANNER ADS

1. Advertise in Banner and on National Web Site
 a. Ask for reservations, if needed
 b. Include price

20____ NATIONAL ENCAMPMENT PLAN

FOLDER #11 CAMPFIRE PROGRAM

Responsibility of: _____

- A. RESPONSIBILITY
 - 1. SUVCW local committee is responsible for conducting activities

- B. ENTERTAINMENT
 - 1. Entertainment should run about 45 to 60 minutes (from about 7:00 PM to 7:45-8:00 PM)
 - a. Consider cost and funding

- C. MASTER OF CEREMONIES
 - 1. Usually the SUVCW and ASUVCW Chiefs of Staff
 - 2. Or person selected by the Commander-in-Chief

- D. LETTERS OF WELCOME
 - 1. Solicit letters of welcome, proclamations, etc., from elected officials
 - a. These are read between the entertainment and speakers
 - b. Letters and proclamations should mention all three organizations

- E. DATE AND TIME

- F. ROOM NAME

- G. ATTENDEES
 - 1. Count on 200 - 250 people attending
 - a. number changes as they move in and out

- H. SPEAKERS' PLATFORM AND AUDIO VISUAL EQUIPMENT
 - 1. Podium microphone

- K. COURTESY PROGRAM
 - 1. Gifts are presented to the SUVCW C-in-C and the ASUVCW National President
 - a. Some attendees will appear in costumes and sing songs
 - b. Coordinate with the three organizations

- L. NO FOOD OR DRINKS AFTER THE CAMPFIRE

20 _____ NATIONAL ENCAMPMENT PLAN

FOLDER #12 ALLIED ORDERS BANQUET PROGRAM

Responsibility of: _____

A. RESPONSIBILITY

1. Host Committee is responsible for conducting activities

B. PRINTING

1. Have program booklet printed
- a. Consider cost and funding
 - b. Will need 300 copies of program booklet
 - c. Use previous program booklets as a guide

C. ENTERTAINMENT/SPEAKER

1. Consider cost and funding
- a. Band or speaker?

D. C-IN-C CHOICES

1. Master of Ceremonies
2. Head Table Seating

E. RESERVATIONS DEADLINE

1. Reservations cut off at July 31 or per hotel contract
- a. Hotels will usually let you add some late reservations
 - b. Use previous years reservations as a guide

F. ATTENDEES

1. Count on 200 to 225 people attending

G. PLANNING AND PARTICIPATION

1. Include members of all five organizations in the planning and execution of the banquet
- a. SUVCW
 - b. ASUVCW
 - c. LGAR

H. COMPLIMENTARY MEALS

1. Commander-in-Chief's and his spouse's meals are complimentary
2. SCV invited guest's and spouse's meals are submitted to the National Organization

I. MENU SELECTIONS

1. Host Committee is responsible for choosing menu
- a. Keep banquet costs around \$35.00, if possible, including gratuities and service charges
 - b. Have at least 2 entree choices

J. RESERVED TABLES

1. Reserve tables for the following:
- a. SUVCW Commander-in-Chief
 - b. ASUVCW National President
 - c. LGAR National President
 - f. Host Committee

K. BANQUET FAVORS

1. Obtain imprinted favors for each attendee

L. CENTER PIECES

1. Create center pieces for each table

20 ____ NATIONAL ENCAMPMENT PLAN

**FOLDER #13
DOOR PRIZES**

Responsibility of: _____

A. PRIZES

- 1. Ask for donations from local businesses, museums, tourist attractions, etc.
- 2. Ask for donations from individual Camps within the Department
- 3. Purchase prizes, if necessary.
 - a. The more items, the better: the more winners, the happier the Encampment

B. TICKETS

- 1. Procure a roll of tickets at local office supply store
 - a. Give each man and woman attending a ticket at registration
 - b. Extra tickets can be sold for a profit

C. DRAWING

- 1. Drawings to be held at the end of the banquet.

20 _____ NATIONAL ENCAMPMENT PLAN

**FOLDER #14
SPECIAL DINNERS AND EVENTS
(IF HELD)**

Responsibility of: _____

- A. MASONIC BREAKFAST
 - 1. Contact Masonic Member for Details
 - a. expect 20 attendees
 - b. Masons pays for this

- B. LGAR FRIENDSHIP LUNCHEON
 - 1. Contact LGAR President for Details
 - a. expect 20 attendees
 - b. LGAR pays for this

- C. PAST NATIONAL PRESIDENTS AND PAST COMMANDERS-IN-CHIEF DINNER
 - 1. Contact SUVCW Commander-in-Chief for Details
 - a. expect 25 attendees
 - b. SUVCW and ASUVCW pay for this

- D. LGAR PAST NATIONAL PRESIDENTS DINNER
 - 1. Contact LGAR President for Details
 - a. expect 15 attendees
 - b. LGAR pays for this

- E. SVR BREAKFAST
 - 1. Contact SVR General for Details
 - a. expect 100 + attendees
 - b. SVR pays for this

- G. LGAR BETSY ROSS LUNCHEON
 - 1. Contact LGAR President for Details
 - a. expect 20 attendees
 - b. LGAR pays for this

20 ____ NATIONAL ENCAMPMENT PLAN

FOLDER #15 MEMORIAL SERVICE

Responsibility of: _____

A. RESPONSIBILITY

1. National Chaplain is responsible for conducting service

B. COMMUNICATION

1. The SUVCW National Chaplain is responsible for contacting the ASUVCW and LGAR National Chaplains, to coordinate the Memorial Service

C. PRINTING

1. Have program booklet printed
- b. Will need 250 copies of program booklet
- c. Use previous program booklets as a guide

D. CANDLES

1. Procure candles for ceremony

E. SEATING

1. Seating for 200 to 250 people

F. DATE AND TIME

1. Friday morning before business meeting

G. LOCATION

1. Usually in SUVCW meeting room

20___ NATIONAL ENCAMPMENT PLAN

FOLDER #16 REGISTRATION

Responsibility of: _____

A. TIMES

1. Registration must be set up and open for business at the times specified in the program.
- a. Contact the National Registration Officers for schedules

B. NATIONAL REGISTRATION OFFICER

1. Contact the National Registration Officers and check to see what they require.

C. ADVERTIZING

1. Place registration information on National web site.
2. Place registration information in the Banner.
- a. Create preregistration form for the Banner.
3. Post signs in hotel lobby with registration times and locations

D. LOCATION

1. The SUVCW registration table will be set up outside the SUVCW meeting room on Thursday and inside the SUVCW meeting room, at the rear, on Friday and Saturday
2. The ASUVCW registration table will be set up outside the ASUVCW meeting room
3. Arrange for a secure room where registration information, equipment and supplies can be locked up.

F. REPORTS

1. Contact the National Registration office for periodic and final counts.

20____ NATIONAL ENCAMPMENT PLAN

FOLDER #17 GOODIE BAGS

Responsibility of: _____

A. REQUIRES 350 - 400 BAGS

- 1. One for each registered attendee
 - a. SUVCW
 - b. ASUVCW
 - c. LGAR

B. CONTENTS

- 1. National Encampment Program book with welcome letter
- 2. Brochures of local interest, state interest, historical interest, ads
- 3. Maps of surrounding area with restaurants and attractions
- 4. Pens, pencils, small gifts, advertising items from local businesses
- 5. Map of surrounding area restaurants and attractions
 - a. obtain donated items from:
 - i. local companies
 - ii. chambers of commerce
 - iii. museums
 - iv. government agencies
 - v. etc.

20 ____ NATIONAL ENCAMPMENT PLAN

FOLDER #18

GREETINGS AND PROCLAMATIONS

Responsibility of: _____

A. INVITATIONS

- 1. Invitations to present greetings and proclamations should be sent to the following:
 - a. local officials
 - b. county officials
 - c. state officials
 - d. federal officials
 - e. the President of the United States
- 2. Letters of greeting and proclamations should be directed to all three organizations
- 3. Send invitations as early as possible to insure higher attendance.

B. SOLICITATIONS

- 1. Request a letter of greeting or a proclamation for individuals unable to be present at the Encampment
 - a. local officials
 - b. county officials
 - c. state officials
 - d. federal officials
 - e. the President of the United States
- 2. Letters of greeting and proclamations should be directed to all three organizations
- 3. Send invitations as early as possible to insure higher attendance.

C. READINGS

- 1. Letters of greetings and proclamations will be read at the opening of business meeting
 - a. once read, they are given to the Commander-in-Chief and National Presidents
 - b. reprint copies of these items in the Program Book

20 _____ NATIONAL ENCAMPMENT PLAN

FOLDER #19 MEDIA COVERAGE

Responsibility of: _____

- A. TELEVISION
 - 1. Contact local, regional and national television outlets
 - a. Local
 - b. Regional
 - c. National

- B. RADIO STATIONS
 - 1. Contact local and national radio outlets
 - a. Local
 - b. Regional
 - c. National

- C. NEWSPAPERS
 - 1. Contact city and local newspapers
 - a. City
 - b. Community

- D. NATIONAL MAGAZINES
 - 1. Contact Civil War, American History, Military History and Veterans magazines
 - a. America's Civil War, American History, Civil War Times
 - b. Camp Chase Gazette, North & South, Blue & Gray
 - c. American Heritage, Prologue, Wild West Magazine
 - d. Military History Magazine, Military Images
 - e. VFW, American Legion, DAV, etc.

- E. Civil War Round Tables

- F. Museums

- G. Any others

20___ NATIONAL ENCAMPMENT PLAN

FOLDER #20 SAFETY

Responsibility of: _____

- A. REGISTRATION
 - 1. Set up in areas that do not interfere with normal hotel traffic flow
 - 2. Set up in areas that do not impede free access in and out of the meeting rooms

- B. GUARDS' STATION
 - 1. Reserve an area inside the SUVCW meeting room, next to the entrance doors for the National Guard
 - 2. Set up small table and chair

- C. EMERGENCY PREPAREDNESS FOLDER
 - 1. Create a folder with local fire, police and rescue phone numbers
 - a. Include maps to local emergency rooms
 - b. Include Host Committee member contact information

- D. ACCESS TO DRINKING WATER
 - 1. Large table to be placed at the back of the meeting rooms to provide drinking water
 - a. Pitchers with glasses
 - b. Tables placed so as not to interfere with entrance and egress to the meeting room

- E. HANDICAP ACCESS
 - 1. Provide an area at the front of the meeting rooms for wheelchair access
 - a. must be wide enough to allow other Members to move around the area
 - b. must be close enough to provide ease of access to microphone

- F. QUARTERMASTER & FOUNDATION SALES TABLES
 - 1. Tables are to be set up in the rear of the SUVCW meeting room
 - a. must not impede egress and entrance to the room
 - b. must make sure there is room enough that crowding around tables does not impede traffic flow in the room