



SONS OF CONFEDERATE VETERANS

ALABAMA DIVISION REUNION

PLANNING GUIDE

10 October 2008

GENERAL RULES AND GUIDELINES

The Time & Place Committee will recommend to the Alabama Division Commander their choice for the host camp of the upcoming reunion as well as an alternate. The choice will be based upon plans submitted by the various camps interested in holding the reunion.

All camps wishing to be considered to host the Alabama Division Reunion must submit their plans for consideration to the Time & Place Committee by March 1st of each year.

The Time & Place Committee address will be listed on the Alabama Division web site.

The Alabama Division Commander will announce the host camp for the next reunion at the close of the business session of the current reunion.

If the Host Committee wishes to create a separate corporation as the entity responsible for running the convention it must receive permission, in writing, from the Division to do so. The entity created will have on its board of directors, the Commander of the Alabama Division, Sons of Confederate Veterans, and another two members designated by the OC. All documents regarding the convention, its functions and arrangements created by or received by (including bank records) the entity or host camp organizing the convention shall be the property of the host committee and the Alabama Division, Sons of Confederate Veterans.

Any corporation created by the host committee to run the convention will in its articles of incorporation state that all documents created or received by the corporation regarding the convention will be the property of the Alabama Division, Sons of Confederate Veterans and the host committee.

Copies of all proposed contracts to be entered into by the host committee will be sent to the Division Judge Advocate within 15 days for their signing. No contracts will be signed without the approval of the Judge Advocate and the Division Commander.

The host committee will send to the Time & Place Committee, the proposed convention schedule, a minimum of 6 months prior to the convention. The Host Camp will publish no information regarding the convention in the Alabama Confederate without prior approval.

The host committee will provide to the Time & Place Committee and the Division Commander the names of the members of the host committee and their areas of responsibility.

The motion made to award a camp to host a convention will include a requirement the host camp adhere to these guidelines.

The Host Camp will send a representative to the Division Operations Committee meeting called by the Division Commander to update the Committee on the plans for the reunion. The Commander will give ample notice of the date, time and place for the meeting. If the plans are not found to be satisfactory then recommendations will be made. If the Host Camp fails to send a representative to the meeting as requested then the Host Camp will forfeit the hosting of the reunion and the alternate camp will be named as host.

LOCATION / SITE FOR THE REUNION

- ❑ **Location should be secured at least 1 year in advance of reunion date**
- ❑ **Determine the cost of facility**
- ❑ **Does the reunion facility have adequate parking?
Is there a charge for parking?**
- ❑ **What are the facility hours of operation?**
- ❑ **How many people can the facility accommodate?
Main meeting room must accommodate 250 persons. Water will be provided in the meeting room during the business meetings. The main meeting room will be set up with the head table and chairs in place no later than 4 PM on the day before opening ceremonies. This will allow time for Color guard rehearsal, room set-up with flags, installation and testing of any audio-visual equipment, etc.... on the evening prior to opening ceremonies.**
- ❑ **Will there be event insurance? Only if you have outside events planned
Does the facility provide an insurance policy that you can attach to?
Will you be able to obtain private event insurance?
What is price for insurance?
What is covered by insurance?**
- ❑ **Event Security
Do you need professional security?
Does the facility provide security (included in the price of the facility rental)
Will you be able to obtain security personnel if facility does not provide?
What is the price for security personnel?
How many hours will you need security?
What areas of reunion will need security?**
- ❑ **On site meeting rooms
How many are available
How many persons will each room accommodate?
How far in advance do these rooms need to be booked?
Cost of each meeting room
Is food required for meetings?
Does facility require you to use their food service?
Can you have outside catering?**
- ❑ **Space for vendors
Determine the size of the vendor space
What will be the cost per each space?
Will vendors need tables?
What will be the cost per each table?**

- ❑ **On site internet service**
Where is service located?
Main convention hall
Meeting rooms
- ❑ **Sound system**
Where needed
Main convention hall
Cost _____
Meeting rooms
Cost _____
- ❑ **Contract with reunion facility**
Beware of contract
Do not sign contract with highly restrictive terms or severe cancellation penalties.
Contract needs to be looked at by Division legal advisor prior to signing
Is “money down” required to secure facility?
Amount - _____
Date Due - _____
Determine who must sign contract
Check personal liability
Check organization liability
Division Commander must approve contract prior to signing by host camp
Negotiate, Negotiate, Negotiate --- For better terms and conditions

CONVENTION BUREAU, CHAMBER OF COMMERCE, TOURISM BOARD

- ❑ **Assign a camp member to be point man to deal with these agencies**
- ❑ **Determine if any free advertising is available**
Play up the angle of out of town delegates attending, hotel space needed, restaurants, gas, etc
- ❑ **Invite representative to bring greetings from the City or County.**
- ❑ **Inquire about web base calendar listing for their organization.**

SPECIAL MEETINGS

- ❑ **A room for the pre-convention Operations Committee meeting must be provided.**
- ❑ **A room for the Alabama Division Order of Confederate Rose should be provided if requested**
- ❑ **All other rooms are provided by request only**

VENDORS

- ❑ **Determine where vendor area will be located.**
- ❑ **Vendor area should be located as close to meeting area as possible.**
- ❑ **Determine size of space for each vendor**
- ❑ **Determine your cost to secure these spaces.**
Your cost will determine the amount the vendor will pay per booth
- ❑ **Secure tables for each vendor space**
Determine your cost per table
How much will you have to pay per day per table?
How much will you charge vendor to rent table per day
Remember, reasonable rates will insure more vendors
- ❑ **Invite vendors to set up booths at the reunion**
One year prior to reunion
Send invitation
Include place, dates, times, price of booth, etc.
May want to offer better pricing for renting more than one space
Include contact person, address, phone, e-mail, etc.
Include application
Must give deadline for returning application, payment, etc.
- ❑ **Host camp will need to provide security for vendor area**
- ❑ **Set hours of operation**

Alabama Division will be provided two tables in the vendor room at NO CHARGE

Host camp shall provide an additional table for use of Division or others if requested by the Commander

30 days prior to the opening for the reunion, the host committee will provide to the Time and Place Committee a list of vendors who have purchased tables

Alabama Division Reunion - VENDOR APPLICATION

Business Name _____

Owner / Contact name _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ Cell Number _____

E-mail Address _____

Web Address _____

Dealer at Previous SCV Reunion? Yes _____ No _____

If So, How Many Years _____

Type of Merchandise to be Sold _____

Number of Spaces Needed _____

Number of Tables Needed _____

Do You Need Electricity _____ Wall Space _____

Please return to:

SCV Camp ????
Street Address
City, Alabama zip

REUNION MEDAL

- ❑ Medal should be visibly attractive and in good taste.
- ❑ Medal should relate to the Confederate history of host camp area or to special proclaimed events. (Year of Lee, Davis, etc.)
- ❑ Medal can be ribbon/pin type, ribbon/necklace type, etc. The host camp makes this selection.
- ❑ Medal should be of good quality.
- ❑ Reunion medals are a separate purchase from the Host Camp

LUNCH

- ❑ Lunch will be provided on site
- ❑ The lunch will be purchased by each individual member
- ❑ Cost of lunch should be on the registration form and pre sold
- ❑ There is no guarantee of lunch if not purchased prior to the day of the Reunion.

COMMANDERS RECEPTION

- ❑ The Commanders Reception will be held on the night before the Reunion Business session.
- ❑ Preferably it will be at the Host Hotel.
- ❑ The Commander and spouse / date will not be charged to attend the Commanders Reception
- ❑ The reception will start at 6 PM and be over at 8 PM.
- ❑ The Host Camp should work with the Commander for any special needs or plans
- ❑ The Commanders Reception is a fee-based event to all other members.

CONFEDERATE BANQUET (Awards Banquet)

- ❑ **Coat / tie or Confederate Uniform should be worn at the banquet.**
- ❑ **Dinner should be sit-down type**
- ❑ **Tables for Commander and staff should be at the front of the room**
- ❑ **Other dignitaries should be at tables in the front of the room.**
- ❑ **Banquet should be held the last night of the reunion.**
- ❑ **Advance tickets only**
- ❑ **Banquet may include presentation of awards**
- ❑ **The host camp should provide a photographer.**
- ❑ **The Commanders meal will be provided, free of charge.
All others attending will pay fee determined by the host camp.**

REGISTRATION PACKETS

- ❑ **Packets should include:**
 - Schedule of events, times, places**
 - Map of general area**
 - Map of facility**
 - SCV reunion program if purchased**
 - Brochures on things of local interest**
 - Copies of any items to be voted on**
 - Reunion medals, button, etc (if purchased)**
 - Name Tag**
 - Tickets for any events which member has pre-paid**
 - Advertising trinkets from local businesses**
- ❑ **Packets are given out when SCV member comes to registration table**
- ❑ **In an election year candidates and their supporters will not be allowed to set up near the registration or credential area for the purpose of campaigning.**

PRE-REGISTRATION

- ❑ A registration form will be provided to the Alabama Confederate editor 4 months prior to the reunion date.
- ❑ There will not be a registration fee charged for the business session of the Division Reunion.
- ❑ All other items can be priced at a single cost or as a group offering
Give small discount for group offering
- ❑ Provide registration form to Division webmaster 4 months prior to the reunion date
- ❑ Specify that no refunds will be given on cancellations within 10 days of the reunion unless special hardship can be shown. Host Camp has final determination.
- ❑ Registration form is to be mailed to each Camp Commander no later than 3 months from the reunion date. E-mail can be used to avoid excessive postage. Confirmation e-mail reply from Commander must be printed and kept on file by Host Camp.

Reunion Registration

- ❑ There should be a separate table for those that pre-registered.
- ❑ A table should be set up for those desiring to register that day
- ❑ A Credentials table should be set up just outside the main door to the Conference room for delegate registration.
- ❑ The Host Camp will provide members to work the registration tables.
- ❑ The Host Camp will provide the Division Adjutant with a member to help with Credential Registration.
- ❑ All Reunion attendees must be provided with a name badge. Badges will be provided by the Host Camp.
- ❑ Delegates to the Reunion must either have a special name badge or have a marking on the badge denoting them as a delegate. The Host Camp will provide for this.



Sons of Confederate Veterans

Alabama Division Reunion

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Telephone Numbers: Home: (____) _____ - _____

Office: (____) _____ - _____

Cell: (____) _____ - _____

E-mail Address: _____

SCV Camp Name & Number: _____

If you know that you will be certified by your camp as a delegate, check here: ___.

Spouse's Name: _____

Guest's Name: _____

Tours will be arranged for the ladies and guests for Saturday. If your spouse or guest is interested in taking a tour of the area please indicate the number of persons in your party: _____.

NOTE: All Business Sessions are free to Alabama Division Members.

For registration received prior to **(insert date)**

Commander's Reception

Number ___ @ \$???.00 \$ _____.___

Medal, Program

Number ___ @ \$???.00 \$ _____.___

Banquet Individual

Number ___ @ \$???.00 \$ _____.___

Banquet Couple Ticket

Number ___ @ \$???.00 \$ _____.___

Lunch on Saturday

Number ___ @ \$???.00 \$ _____.___

Ancestor listing in the Program: Please enter the name, rank, and unit of each ancestor you wish to honor here:

1 _____ 2 _____

3 _____ 4 _____

If you wish to list more, please use the back of this form. Also to insure that they can be printed in the program we must receive your list before (insert date).

Number ___ @ \$???.00 each \$ _____.___

Total \$ _____.___

Please send this form, or a copy thereof, filled out, together with a check or money order in the amount of the total shown above, made out to **SCV Camp ???? to:**

SCV, Camp #???
Street Address
City, Alabama Zip

REUNION PROGRAM / MAGAZINE

- ❑ **Programs need to be of good quality**
- ❑ **Program should be in magazine form**
 - Size should be 8 ½” x 11”**
 - Should include color as well as black & white**
 - Cover should be glossy paper**
- ❑ **Seek our local businesses to advertise in program**
- ❑ **Seek out SCV related business to advertise in program**
- ❑ **Determine Cost of Printing the Program**
 - Cost of ads can be determined by program cost**
 - Full page – color**
 - Full page – black and white**
 - Half page – color**
 - Half page – black and white**
 - Fourth page – color**
 - Fourth page – black and white**
 - Business Card – color**
 - Business Card – black and white**
 - Inside cover front page – color**
 - Inside cover back page – color**
 - Outside cover back page – color (Should be reserved for Alabama Division)**
 - Ancestor Memorials**
- ❑ **In an election year, candidates may want to place ads in program**
 - These candidates can be charged for their ads**

Remember: A certain amount of the program can not be used for advertising

- Letter from Alabama Division Commander**
- Letter from Reunion Chairman / Host Camp Commander**
- Reunion Schedule of events**
- Announcements**
- Any other related information about reunion**
- History articles**
- Welcome letters from local officials**

HOTEL ACCOMMODATION REQUIREMENTS

- ❑ **Secure a host hotel or hotels**
Negotiate for the best pricing available for rooms and on-Site amenities
- ❑ **Obtain a block of rooms for SCV members**
- ❑ **Obtain a booking code for SCV members to use when asking for special rates**
- ❑ **Obtain maps – directions to the hotel (if hotel is not the site of the reunion)**
- ❑ **Provide information of host hotel and other hotels in area to the Alabama Confederate editor and to the Division webmaster in advance.**
- ❑ **Plan if possible for the Commanders Reception to be at the Host Hotel**
Secure a room large enough to host reception
- ❑ **Provide information on other hotels and rates in area**
- ❑ **Secure information and rates from area camp grounds**
- ❑ **Secure information and rates from area**

DIVISION MEMORIAL SERVICE

- ❑ **A Memorial Service should be held by the host camp on Sunday morning after the business session.**
- ❑ **The service can be held at a cemetery where Confederate soldiers are buried, at a Confederate Memorial or anywhere else appropriate for the occasion.**
- ❑ **Consult the Division Chaplain for his help in the service.**

OPENING CEREMONY

- ❑ Contents are at the discretion of the host camp but should be discussed with the Division Commander prior to the reunion. (No surprises)
- ❑ Ceremony **must** include:
 - Greetings from UDC representative
 - Greetings from OCR representative

Greetings are to be short – about 3 minutes. These are simple greetings from the above groups

- ❑ Ceremony **must** include “Presentation of the Colors”
- ❑ Ceremony **must** include a prayer from the Division Chaplain or by the host camp Chaplain in the absence of the Division Chaplain

Business Session

- ❑ The Division Commander will conduct the business session following procedures outlined by the Division Constitution and Standing Orders.
- ❑ The host camp will provide members to handle handouts from the dais.
- ❑ There will be a break for lunch during the business session.
- ❑ The Alabama Division will provide a paper agenda for each member at the reunion on the day of the business session.