



Department of Hawaii

**STANDARD OPERATING PROCEDURES
(SOP)**

FOR

**CONVENTIONS AND TIME AND PLACE
COMMITTEES**

**DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

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Conventions and Time and Place
FOR
DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS OF THE UNITED STATES

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CONVENTION COMMITTEE

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PURPOSE

11 The State of Hawaii Veterans of Foreign Wars, Convention Committee is charged with the
12 coordination the following coordinating the following activities: Time and Place, Department
13 Convention, and National Convention.

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SECTION 1

15

Control and Administration

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17 The Committee chairperson is appointed by the State Commander.

18 The Committee should be composed of a minimum of 3 people.

19 The Chairperson will recommend committee members to the Department Commander who will
20 officially appoint them to the committee or appropriate subcommittee.

21 The Chairman will form the following subcommittees.

22

1. Time and Place

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2. Department Convention

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3. National Convention

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4. Hawaii Dinner

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5. National Convention Hospitality Room

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SOP REVIEW

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30 The SOP will be reviewed to ensure the following:

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1. Contact information is accurate and up to date.

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2. The SOP will be updated to ensure compliance with the National Bylaws, and
33 applicable directives and regulations.

34

3. The SOP with changes will be submitted to the State Adjutant no later than 45 days
35 before the start of the Department Convention.

36

4. The Chairperson's required End of Year report will include all changes with
37 justification for the change to the SOP.

38

After an initial approval by the State Commander, This SOP will be reviewed annually. The

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Senior Vice Commander will review the SOP before the Department Convention. The State

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Adjutant will present the SOP at the first COA after the Department Convention for approval.

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After approval the SOP will become immediately effective. During the year any changes to the

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SOP will given to the Department Adjutant for distribution to voted on at the next COA.

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SECTION 2 TIME AND PLACE

The purpose of the Time and Place Assignment Committee is to make recommendations to the Department Convention delegates as to the location and date for Department Convention and to the Department Council of Administration for reviewing the venues, geographic orientation, and timing of the other meetings or conferences as required.

Any Post wanting to host the Convention should prepare a bid package containing the following:

1. Post agreement to host the Convention.
2. Hotel Room rates and availability
3. Ground transportation availability
4. Meal Package
5. Tentative schedule of events
6. Other activities planned

The Committee and Post representatives will present the package to Convention or COA for consideration and vote. The Committee should have recommendations for Conventions 3 years in advance.

Preparing a Bid

- a. Hotel Arrangements:
- b. Room block should be based on a rolling average of attendance for the last 3 conventions. Last year's block was 20 rooms. Currently the average estimated at 40 rooms.
- c. COMP ROOMS: Standard rate is 1 night per 50. You should try to get the rate down to 1 per 40.
- d. Housing Cut-off date is traditionally 30 days prior to the first day of the convention. This does not guarantee rooms will be available at cut-off this time Attendees are encouraged to make reservations as soon housing opens.
- e. Ensure a room audit is conducted to ensure all Convention attendees rooms are credited to the VFW.
- f. Keep in contact with the hotel to monitor the status of our block.
- g. Meals: Arrange for lunch reservations for 50 people. Friday dinner is the awards banquet and Saturday dinner is the Aloha banquet. Arrange dinner for 75 people. Last convention we met our quotas for lunch and dinner quotas were exceeded both nights.

- 86 h. Negotiate with the hotel for a break in conference room pricing based on us
87 filling our housing block and or meeting out meal quotas.
88 i. Transportation
89 1. Remember not to sign contracts or commit funds until you have Department
90 Convention or COA approval for you to host the Convention. The Department will
91 not reimburse for funds expended if approval is not given.
92
93

94 SECTION 3

95 DEPARTMENT CONVENTION

96 **Mission Statement:**

97 The Department of Hawaii, Veterans of Foreign Wars of the United States has an annual
98 meeting for all members to conduct business and to elect Department and National level
99 representatives of the organization. Post sends delegates to the convention to ensure that
100 representatives can vote and act on behalf of their respective Post.
101

- 102
- 103 1. Preplanning meetings should have the following members
104 a. Post Representative
105 b. Convention Book and Advertising
106 c. Others as required
107 d. Auxiliary Representative
108 e. State Quartermaster
109 f. State Adjutant
110
 - 111 2. Convention Booklet
112 a. Format (The booklet should contain the following)
113 i. Department Convention Meeting Agenda and Functions
114 ii. Auxiliary Convention Meeting Agenda
115 iii. VFW National Officer greetings (Commander in Chief, Senior Vice
116 Commander)
117 iv. Auxiliary National Officer greetings (National President, National Senior Vice
118 President)
119 v. Other Department and Auxiliary Officers
120 vi. Convention Rules
121 vii. State Officer Listing
122 viii. VFW Committee Listing
123 ix. VFW Department of Hawaii Past Commander Listing
124 x. VFW Post Listing
125 xi. US Senator and Representative Greetings
126 xii. Governor Greeting
127 xiii. Mayor Greeting

- 128 xiv. Hawaii Auxiliary Officer Greetings
129 xv. Auxiliary Convention Rules
130 xvi. Auxiliary State Officer, Committee and Chairman Listing
131 xvii. Western Conference Information
132 xviii. Post and Auxiliary Ads
133 xix. Other Ads
134 xx. Pictures of Events around the Department
135 b. Advertising
136 i. Hosting Post and Auxiliary to get the following Advertising proceeds to help
137 offset expenses
138 ii. This will include all Post and Auxiliary Ads
139 iii. This will include all Department and Auxiliary Officer Ads
140 iv. This will include advertising provided by the Host Post and Auxiliary.
141 c. Department to get revenue from VFW Department Partners
142 i. Humana
143 ii. Excelsior College
144 iii. USAA
145 iv. Morgan Stanley
146 v. Veterans Administration
147 d. (At the discretion of the Convention Host Post Committee)If a non-host Posts
148 submit business advertising they will receive a portion 25 % of all ads sponsored
149 from that non-host Post or Auxiliary
150
151 3. Hospitality Room
152 a. The Host Post and Auxiliary are responsible for having a Hospitality Room during
153 the Convention.
154
155 4. State Responsibilities
156 a. Listing of Posts in Arrears
157 b. Post Delegation Strength (Number of Votes)
158 c. OPost Delegate listing
159
160 5. VIP's
161 a. Government Agency Members
162 b. Congressional Delegation
163 i. State Officials
164 ii. County Officials
165 c. Keynote Speakers
166 i. VA Representatives
167 ii. Military
168 d. VFW and Auxiliary National Representatives
169 i. VFW
170 ii. Auxiliary

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6. TENTATIVE SCHEDULE AND TENTATIVE SCHEDULES AND GUIDELINES FOR EVERYONE.

- a. **Thursday Evening:** EMT, Police and Fireman awards. Joint opening. Hospitality room is open after ceremony. We need people to help with preparations at least 2 hours before the room opens.
- b. **Friday Morning:** Joint session for speakers. Business Session
- c. **Friday Evening:** Hospitality room is open after sessions and after Banquet. We need people to help with preparations at least 2 hours before the room opens.
- d. **Awards Banquet:** Outgoing Commander to present awards and citations. These include All-State awards and Committee, Post and Outstanding Individual Awards.
- e. **Saturday Morning**
 - i. Joint Memorial Ceremony.
 - ii. Business Session,
 - iii. Election and Installation of Department Officers.
- f. **Saturday Afternoon:**
 - i. Continuation of Morning Session.
 - ii. Department COA after close of convention.
 - iii. Training Session.
- g. **Saturday Evening:** Hospitality room is open after completion of all business. We need people to help with preparations at least 2 hours before the room opens.
- h. **Aloha Banquet:**
 - i. VFW National Keynote Speaker
 - ii. Announcement of Incoming Officers and Appointments
 - iii. Presentation of Past Commander Award
- i. **Sunday All Day:** Departures.

7. **Hospitality Room:**

- a. The Host Post and Auxiliary are responsible for the Hospitality Room.
- b. All Funds generated at the Hospitality Room are to be turned into the Department or Post Quartermaster nightly.
- c. The Host Post and Auxiliary shall provide volunteers to operate the Hospitality Room.
- d. The room shall serve pupus.
- e. The following beverages were served at the last hospitality room

Large Bottles/Boxes of Red Wine, Cabernet or Merlot and Chardonnay	2 EA
Bud Lite	2 cases
Miller Lite	2 cases
Coors Lite	2 cases

Water Bottles	5 cases
Diet Coke	1 case
Coke	1 case
Pepsi	1 case
Mountain Dew	1 case

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212 **Mission Statement:**

213 The Veterans of Foreign Wars of the United States has an annual meeting for all members to
 214 conduct business and to elect National level representatives of the organization. The
 215 Department of Hawaii and Auxiliary sends delegates to the convention to ensure that
 216 representatives can vote and act on behalf of its members.

217 Each year the objective is to ensure that all those delegates representing Hawaii are informed
 218 of the roles and responsibilities to be a representative, and the cooperative effort to operate a
 219 Hospitality room at the National Convention.

220

221 **General Information:**

- 222 1. If you plan to attend the National Convention, then you need to inform your Post
 223 Quartermaster to register you as a Delegate for your Post. Every Post must pay the
 224 registration and delegate fee to National Convention, even if you have no representatives at
 225 the National Convention. The registration and delegate fee entitles the Delegate to
 226 Convention credentials for business sessions, and to receive the convention booklet/ packet
 227 information.
- 228 2. The Department Adjutant and Convention Chairperson should be informed of everyone
 229 from the Department Attending the National Convention.
- 230 3. A designated Convention Committee member will send out a request for all those
 231 attending, National Convention, to send the following information:
- 232 a. First and Last name of delegate
 - 233 b. Date of Arrival at Convention location (Baltimore)
 - 234 c. Date of Departure from Convention location (Baltimore)
 - 235 d. Hotel where you will be staying during the convention
 - 236 e. Cell Phone information, way to contact you while at Convention
 - 237 f. Email address to send you information on any meetings or other
 238 information that Hawaii delegates should be made aware of.
 - 239 g. In Case of Emergency Contact information
 - 240 h. A Roster form is included in the Appendix

241 *Note: The last two years has averaged 35 to 45 delegates (VFW, Auxiliary, and Family*
 242 *members) from Hawaii that have attended the National Convention.*

- 243 4. Any Person arriving at the National Convention who is not registered should contact the
244 State Commander and Quartermaster to be registered as either a Delegate or as a Guest.
245 This will provide them with Credentials which allow them access to the Convention facilities.
- 246 5. Convention Housing arrangements open in February. All Officers and National
247 appointments should stay at the hotel designated for Hawaii. The membership award trip
248 winner's room will be at designated hotel with arrangements made by the Department
249 Adjutant or Quartermaster.
- 250 6. Travel arrangements for the National Convention should be made through Veteran Travel
251 Service at (816) 531-5850.
- 252 7. Delegates should plan to arrive on Friday July XXX and leave on August XXX
- 253 8. A Department representative, typically the Department Commander/Auxiliary President will
254 have a **pre-convention** meeting to discuss the coming trip to pass along any information and
255 request assistance during the National Convention. From that meeting an email will be sent
256 out to all the delegates that will be attending. The email will discuss social events and other
257 key events at the convention when Hawaii delegates will have opportunities to show
258 Hawaii's Aloha.
- 259
- 260 9. **FIRST TIME DELEGATE INFORMATION** and tentative schedule and guidelines for everyone.
261 You should be aware of certain things when planning on attending National Convention.
- 262 a. We represent Hawaii/American Samoa, so bring at least three different Aloha attire
263 clothing for events.
- 264 b. Bring a Kukui Nut or yarn lei to wear; this shows others that you represent Hawaii and
265 American Samoa
- 266 c. If you purchased the **Department Commander's shirt** for the year, **bring that shirt** as we
267 will have events to wear it to.
- 268 d. Bring your slippahs and your shorts for the non-business times. Remember to have fun
269 and visit other Hospitality rooms.
- 270 e. At the Convention Hall there is a Health Fair and a Vendor area. The VFW store is there.
271 Other vendors sell or distribute items or information about the supplies and programs
272 they represent.
- 273 f. Convention Registration is in the Vendor area.
- 274 g. During Business sessions, the dress code for men is long pants and comfortable
275 footwear. You should be wearing either a golf shirt representing VFW post or an Aloha
276 shirt. **No T-shirts or ball caps in the Business sessions.**
- 277 h. If you are a Department Elected Officer, then you **must be in a suit or Business attire**
278 **with a sports jacket.** The Women must dress the equivalent to that.
- 279 i. Each year Hawaii delegates are recommended to **arrive on Friday**. This is important so
280 that you can be able to attend the Hawaii Dinner on **Saturday**. Each year a location is
281 selected by a designated Department representative to have **all** the Hawaii delegates,
282 family, and a few extended family (guests) to sit together for information, fun and
283 fellowship.
- 284 j. Each year at the National Convention high ranking government officials attend.
285 Depending on the Official security is often increased. When either the President or Vice

- 286 President attends Convention, everyone must go through enhanced security
287 procedures. These would include no food and water in the hall. Members attending
288 should not bring extra materials in to the hall. You are also reminded that everyone
289 regardless of your political views is reminded to be respectful of the office. If you are
290 unable to be respectful then do not attend. Remember the VFW is a nonpolitical
291 organization.
- 292 k. **Friday all day** arrivals. We may be able to provide transportation to the Convention
293 hotel
 - 294 l. **Saturday Morning** Auxiliary Business session and Conference meetings
 - 295 m. **Saturday Afternoon** Western Conference Meeting election of Conference and National
296 officers
 - 297 n. **Saturday Evening** Hawaii Dinner is on after the Western Conference meeting starting
298 about 7:00 PM depending on the National Convention City and where the Dinner will be
299 held.
 - 300 o. **Sunday Morning** is the joint memorial service it is recommended that you attend and
301 wear a suit or appropriate respectable attire for the event.
 - 302 p. **Monday Morning** Joint opening Ceremony and Business Sessions.
 - 303 q. **Tuesday Morning** Business Sessions
 - 304 r. **Tuesday Evening** there will be a Patriotic rally/march and the Hawaii delegation will
305 march together. **We all wear the Department Commander's shirt.** You are also
306 encouraged to bring patriotic wear to wear at different times during the convention but
307 for the march we dress the same to show Hawaii Aloha. You must have your convention
308 credentials for the Patriotic event to participate.

309
310 The parade order is based on the membership numerical gain or loss of your
311 Department as of June 30, 2021. There will be a sign with your state's name on it
312 located in the assembly area indicating your department's position in the Patriotic
313 March. National will provide escorts for the Commander and President and carry their
314 state sign in the parade

315
316 The VFW Patriotic Celebration on Tuesday, July XX, with parade formation generally
317 starts at 5:30 pm at the convention center.

318
319 All participants are requested to be in position on Tuesday, July XX, by 5:30 p.m. at the
320 designated area for the lineup.

321 322 **General VFW Patriotic March Rules**

- 323
- 324 1. All persons are requested to be in position by 5:30 p.m. in the staging area in
325 order to meet a set time schedule; the march must start at 6:30 p.m.
- 326 2. Distance between each unit is approximately 20 paces.

- 327 3. As the Department Commander and President pass in review we will be
328 reviewed by the Commander-in-Chief and National President.
329 4. Have fun and enjoy the show!!!
330
331 **s. Wednesday Morning** Business Session
332 **t. Wednesday afternoon** Business Session
333 **u. Thursday Morning** Business Session, election and installation. You will need to attend to
334 get a ticket for the CinC and Presidents reception.
335 **v. Thursday Afternoon** National Council of Administration, the National Commander in
336 Chief and National Auxiliary President reception. You must have a ticket for that event
337 and information will be given as how you can obtain a ticket. The Hawaii Delegation
338 wears **Aloha Attire** and we sit together to show our Aloha at the event.
339 **w. Friday All Day**

340
341 **10. National Committee Representatives and Appointees** are responsible for the following:
342

- 343 a. National committee representatives are sent instructions on what they must do
344 to get the financial stipend for the trip.
345 b. All National Committee Appointees must make their reservations in the Hotel
346 designated for Hawaii delegates. This must be **done in February**, when the Hotel
347 and room information is released. It is critical to be in the Hawaii Hotel to be
348 supportive of the Hospitality room.
349 c. This includes attending all committee sessions at the designated times.
350 d. Roll call will be taken for your committee; if you miss the committee meeting
351 National will demand your travel and stipends returned.
352 e. Your Committee responsibilities take priority while at the National Convention.
353 f. Committee members are also expected to attend all VFW business sessions.
354 g. All Appointees will support the Hawaii Hospitality Room
355

356 **11. Department Elected Officers and Appointees** are responsible for the following:

- 357 a. All Department and Auxiliary Officers must make reservations in the Hotel designated
358 for Hawaii delegates. This must be **done in February**, when the Hotel and room
359 information is released. It is critical to be in the Hawaii Hotel for good command and
360 control, but also to be supportive of the Hospitality room and the other Hawaii
361 delegates.
362 b. Inform their respective class of hospitality room times and places. This year the room
363 will be at the Department Hotel in Baltimore Plaza on Sunday and Monday from 5PM
364 to 10PM.
365 c. Department Commander, Senior Vice Commander, and Junior Vice Commander needs
366 to bring **55 goody bags** for your fellow Commanders to include the Auxiliary President
367 and your National Commander. The bag will include the following:
368 i. A letter from you introducing your fellow commanders to you and discuss the
369 Department Fund raiser tickets.

- 370 ii. One book of three (3) Department Fundraiser tickets
371 iii. Hawaiian Chocolates
372 iv. Other items that you want to put in the bag. You should coordinate what is
373 in your bag with the other Line Officers so that everyone is aware of what is
374 being given out.
- 375 d. Department Commander must be present to give the check to the National Home at
376 the designated time.
- 377 e. Department Commander must be present to give the check to the Veterans Military
378 Service at the designated time.
- 379 f. Department Commander will bring Commander's Pins for distribution at the
380 Convention. All members of delegation should receive pins for distribution.
- 381 g. All Department and Auxiliary Officers **should be present in the Hospitality room** on
382 Sunday and Monday, unless your respective National Chief/Auxiliary President has
383 events that you are attending.
- 384 h. All Department and Auxiliary Officers need to be present for Western Conference
385 meetings **at the designated times in the schedule.**
- 386 i. All Department and Auxiliary Officers must be at all Business sessions unless excused
387 by the Department Commander/Auxiliary President.
- 388 j. **Dress Code** for all Official Presentations and Business Sessions is Suit/Business attire
389 with a sports jacket. The Women must dress the equivalent to that.
- 390 12. **Other Members of the Hawaii Delegation are responsible for the following:**
- 391 a. Stay at the Hotel designated is possible
- 392 b. Help at the Hospitality Room
- 393 c. Attend Training Sessions
- 394 d. Attend Business Sessions
- 395 e. Visit the Health Fair
- 396 f. Attend the National Officer elections
- 397 g. Attend the CIC and President Reception on Thursday.
- 398 h. Sightsee is possible
- 399 i. Have Fun!!!

400

401

SECTION 5 HAWAII DINNER

402

Hawaii Dinner Coordinator:

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- 405 1. Coordinate with the State Commander, State Quartermaster, and State Adjutant on various
406 locations and approximate cost per person available for the Hawaii Dinner.
- 407 2. Make reservations the dinner should be scheduled after the Western Conference meeting
408 on Saturday around 7 p.m.
- 409 3. Plan for approximately 50 people to include:

- 410 a. Members of the Hawaii Delegation and Spouses
- 411 b. Members of the Hawaii Auxiliary and Spouses
- 412 c. Guests to include:
 - 413 a. Past Members of the Department
 - 414 b. Members of the Department of Hawaii living outside of Hawaii
 - 415 c. DPPA team members attending the Convention, Coordinate with Steve
 - 416 Thompson for the number of people and other arrangements
 - 417 d. Ohana members of the Department and other guests approved by the State
 - 418 Commander
- 419 4. Coordinate Transportation for Dinner
- 420 5. Commander to Say a couple of words
- 421 6. Convention timetables and instructions to be given out
- 422

SECTION 6

HOSPITALITY ROOM

Hawaii Hospitality Room Coordinator:

- 427
- 428 **1. Hospitality** Chairperson responsibilities:
 - 429 a. Ensure that a room has been reserved for the Hospitality room dates and times. The
 - 430 room should be reserved in February when the Hotel Assignments are announced.
 - 431 b. This could be a meeting room, event room, or suite in the hotel. The type and size of
 - 432 room will depend on the Hotel that Hawaii delegates are housed in for that
 - 433 Convention.
 - 434 c. Depending on costs; as a minimum the Hospitality Room should be reserved for
 - 435 Saturday, Sunday and Monday
 - 436 d. Develop a means to communicate to all the National Convention attendees the place,
 - 437 date and times of the Hawaii Hospitality room
 - 438 e. Ensure that at least one rental vehicle is available to purchase supplies and to make
 - 439 sure that we can help move Hawaii delegates to the Hawaii dinner.
 - 440 f. Determine the number of personnel available to help with the room
 - 441 **g. Only the following items are authorized for sale at the Hospitality Room and or**
 - 442 **hallway near the Hospitality Room. Department Fundraiser tickets (Auxiliary tickets**
 - 443 **will be marked to identify them), Department Fundraiser (Kukui nut lei to be sold at**
 - 444 **\$10 each), Commanders Shirt, and a Department Auxiliary fundraiser designated**
 - 445 **Department President.**
 - 446 h. All funds received from fundraisers or donations will be turned in to the Department
 - 447 QM or Hospitality Room Coordinator for accounting. Proceeds from Auxiliary
 - 448 Fundraiser are to be turned in to Auxiliary Treasurer.
 - 449 i. Assign tasks and coordinate times for the tasks to be accomplished.
 - 450 j. Ensure that all needed supplies for the hospitality room are obtained.

- 451 k. Ensure that Hawaiian music is available in the room. This can be from people playing
- 452 ukuleles or from an iPod and external speakers.
- 453 l. Ensure the room shows Hawaii Aloha
- 454 m. Ensure that the room is setup so that the following tasks can be accomplished
- 455 n. Lei greeting at the entrance (Usually Department and Auxiliary Officers)
- 456 o. Fundraiser tickets, shirts, and other designated Department fund raising sponsored
- 457 events has space
- 458 p. Have space for the drinks station
- 459 q. Have space for the food station
- 460 r. Have designated space for Hula dancing and Ukulele player, if desired.

461

462 **2. Pre-planning before getting to Convention:**

- 463 a. Hospitality Chairperson and Co-Chairperson will coordinate all the required logistical
- 464 requirements for the room. Everyone needs to coordinate with Chairperson before
- 465 items are bought for the Hospitality Room to avoid duplication of effort and unwanted
- 466 expenses.
- 467 b. Supply List: See Appendix
- 468 c. Coordinate shipping of items to go to the Convention location.
- 469 a. Mui Hui Ling Powder
- 470 b. Chocolates
- 471 c. Fundraiser Tickets

472

473

474 **3. Pre-planning after arriving at the Convention:**

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- 476 a. Obtain items on the Supply List
- 477 b. Mai Tai recipe:
- 478 To make one (1) – Five (5) gallon Mai Tai cooler the following ingredients are needed:
- 479 i. 1 Bottle (1.75 Liter) White Rum
- 480 ii. 1/5 Bottle of Bacardi 151, or Meyers Dark Rum, or Captain Morgan Spice
- 481 Rum
- 482 iii. 1 Gallon Orange Juice
- 483 iv. 3 Large Cans of Pineapple juice
- 484 v. 1/2 Bottle of Lime Juice (Lemon Juice can be substituted)
- 485 vi. 2/3 of the 5 Gallon Cooler of Ice
- 486 c. Must purchase enough ingredients to make minimum of (7) coolers of Mai Tai

487

488 **4. Coordination and setup at Hotel Hospitality Room:**

- 489 a. Hospitality Chairperson will coordinate with Department Quartermaster and Hotel
- 490 Event Coordinator to gain access to the room and determine any special
- 491 requirements/conditions for efficient room operation.
- 492 b. All funds generated at the Hospitality Room will be turned into the Department
- 493 Quartermaster or his designated representative nightly.

- 494 c. Hospitality Chairperson and assistants will purchase items on Saturday, Sunday, and
495 Monday (as needed)
- 496 d. All items purchased will be stored in the Hospitality Room or Hospitality Chairperson's
497 room
- 498 e. Hospitality room decorating and setup will begin at **12:00 PM** on Sunday. The time may
499 be adjusted as needed. We will need the assistance of Hawaii representatives that **DO**
500 **NOT have committee meetings.** The **Chairperson** is responsible to ensure that all
501 stations are setup and the room layout is functional.
- 502 1. Hospitality Room Operation
- 503 a. All funds generated at the Hospitality Room will be turned into the Department
504 Quartermaster or his designated representative nightly.
- 505 b. Hospitality Room Chairperson is responsible to ensure all pineapple is cored and
506 chunked up before **3:00 PM** on Sunday
- 507 c. Need a **minimum of six people** to work the Hawaii Hospitality room each night
- 508 i. Male Lei Greeter at entrance (Typically the Department Commander or
509 Senior Vice Commander)
- 510 ii. Female Lei Greeter at entrance (Typically the Auxiliary President, Senior Vice
511 Auxiliary, or Female VFW member)
- 512 iii. Two people working on Department Fundraiser tickets, Department
513 Commander shirts and other Department fundraising items
- 514 iv. One person working the Mai-tai and drink station
- 515 v. One person working the food station ensuring pineapple and chocolates are
516 available. This person will also be asked to run for items as needed.
- 517 vi. Auxiliary members: working on Auxiliary Fundraiser
- 518 d. The Hospitality Room Chairperson or a designated person is responsible to ensure that
519 all stations are functioning and assist as needed anywhere in the room.
- 520 e. Hospitality Chairperson will purchase dinner food for all Hospitality room workers and
521 have the food in the room by 4:00 PM
- 522 f. Cleanup of room and AAR after room closes
- 523 g. Hospitality room opens at 5:00 PM on Sunday
- 524 h. Hospitality room closes at 10:00 PM on Sunday
- 525 i. Hospitality Chairperson will ensure the room is cleaned and secured.
- 526 j. Hospitality Chairperson will ensure that the any additional purchases are made during
527 the day on Monday
- 528 k. Hospitality Chairperson will ensure the room is setup and ready no later than **4:00 PM**
529 on Monday
- 530 i. Need a **minimum of six people** to work the Hawaii Hospitality room each
531 night
- 532 ii. Male Lei Greeter at entrance (Typically the Department Commander or
533 Senior Vice Commander)
- 534 iii. Female Lei Greeter at entrance (Typically the Auxiliary President, Senior Vice
535 Auxiliary, or Female VFW member)

- 536 iv. Two people working on Department Fundraiser tickets, Department
537 Commander shirts and other Department fundraising items
538 v. One person working the Mai-tai and drink station
539 vi. One person working the food station ensuring pineapple and chocolates are
540 available. This person will also be asked to run for items as needed.
541 vii. Auxiliary members: working on Auxiliary Fundraiser
542 viii. The Hospitality Room Chairperson or a designated person is responsible to
543 ensure that all stations are functioning and assist as needed anywhere in the
544 room.
- 545 l. Hospitality Chairperson will purchase dinner food for all Hospitality room workers and
546 have the food in the room by 4:00 PM
547 m. Hospitality room opens at 5:00 PM on Monday
548 n. Hospitality room closes at 10:00 PM, or when all items are gone, on Monday
549 o. Cleanup of room and AAR after room closes
550 p. Hospitality Chairperson will ensure the room is cleaned and secured.
551 q. Hospitality Chairperson will then coordinate with Hotel Event Coordinator to turn the
552 room back over to the Hotel.
553 r. Hospitality Chairperson and VFW Department Quartermaster will settle any billing for
554 the room.

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SECTION 7 LINKS

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558 **Links:**

559 **VFW National Links:**

560 [VFW National](#)

561 **VFW Department of Hawaii Links:**

562 [VFW Department of Hawaii Website](#)

563 [Department of Hawaii on Facebook](#)

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565 **APPENDIX**

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567 **A. Hospitality Room Supplies (Word)**

568 **B. Hospitality Room Supplies (PDF)**

569 **C. Roster of Attendees**

570 **D. Hospitality Room Task Assignments**

571 **E. Convention Advertising Form**

572 **F. Sample Room Reservation Form**

573 **G. Transportation Request Form**

574 **H. Convention Meal Form**

575 **I. Meal Attendee Listing**

576 **J. Post Delegate Fees and Reporting (Word)**

577 **K. Post Delegate Fees and Reporting (PDF)**

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583 National Convention Hospitality Room Supply List (Word)

Item Name	Quantity	Person Tasked	Comments:
Rental Vehicle	1 EA		
Shell Leis	1,000 EA		
Pineapples	33 EA		
Li Hung Powder	16 oz		
Tools: cutting knives (for pineapple), pineapple core cutter, can openers/Bottle Opener, Corkscrew, wooden mixing spoon, cutting boards (2), and other items for working with pineapple and mixing Mai Tai	Several		
Macadamia Chocolates, single individual wrapped	900 pieces		
Large Bottles/Boxes of Red Wine, Cabernet or Merlot and Chardonnay	2 EA		
Bud Lite	2 cases		
Miller Lite	2 cases		
Coors Lite	2 cases		
Water Bottles	5 cases		
Diet Coke	1 case		
Coke	1 case		
Pepsi	1 case		
Mountain Dew	1 case		
Hawaii Sign	1 EA		
Pineapple Juice, Large Cans	21 EA		
Orange Juice	5 Gallons		
Lime Juice	3 Bottles		
White Rum	1.75 Liter (6 Bottles)		
Bacardi 151 Dark Rum	1/5 Bottle (6 Bottles)		
Meyers Dark Rum	1/5 Bottle (6 Bottles)		
Ice	120 lbs		
Cups for pineapples (3 oz)	1200 EA		
Toothpicks	1000 EA		
Drink cups (6 oz)	900 EA		
Roaster Aluminum pans (Large Size)	8 EA		

Roaster Aluminum Pans (Small Size) for drip pans for Mai Tai coolers	4 EA		
Napkins	500 EA		
Dish Washing Soap	1 Bottle		
Paper Towels	2 Rolls		
Trash Bags, largest size	1 BX		
One Gallon Zip Lock Bags	1 BX		
One Quart Zip Lock Bags	1 BX		
60 Quart Coolers or Plastic Totes	4 EA		
Disposable gloves for working with food	20 EA (1 Box)		
Wet wipes to clean table tops and spills	1 PKG		
Five Gallon Drink Cooler	2 EA		
Blue Tack or Painters tape	2 rolls		Needed to Hang Decorations
Kukui Nut Leis with painted designs	300 EA		
Expandable Rods, 6 feet in length	3 EA		For Shell Leis
Zip Ties 6	1 PKG		To hang banner
Hawaii Banner	1 EA		
Rods to Support Banner	1 EA		To hang banner
Musical Instruments	As Needed		
Portable Speakers	1 EA		

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602 National Convention Hospitality Room Supply List PDF

Item Name	Quantity	Person Tasked	Comments:
Rental Vehicle	1 EA		
Shell Legs	1,000 EA		
Pineapples	33 EA		
Li Hing Powder	18 oz		
Tools: cutting knives (for pineapple), pineapple core cutter, can openers/Bottle Opener, Corkscrew, wooden mixing spoon, cutting boards (2), and other items for working with pineapple and mixing Mai Tai	Several		
Mascotera Chocolates, single individual wrapped	900 pieces		
Large Bottles/Boxes of Red Wine, Cabernet or Merlot and Chardonnay	2 EA		
Bud Lite	2 cases		
Miller Lite	2 cases		
Coke	2 cases		
Water Bottles	5 cases		
Diet Coke	1 case		
Coke	1 case		
Pepsi	1 case		
Mountain Dew	1 case		
Hawaiian Sign	1 EA		
Pineapple Juice, Large Cans	21 EA		
Orange Juice	5 Gallons		
Lime Juice	3 Bottles		
White Rum	3.75 Liter (6 Bottles)		
Bacardi 151 Dark Rum	1/5 Bottle (6 Bottles)		
Meyers Dark Rum	1/5 Bottle (6 Bottles)		
Ice	120 lbs		
Cups for pineapples (3 oz)	1200 EA		
Toothpicks	1000 EA		
Drink cups (6 oz)	900 EA		
Roaster Aluminum pans (Large Size)	8 EA		
Roaster Aluminum Pans (Small Size) for drip pans for Mai Tai cookers	4 EA		
Napkins	500 EA		
Dish Washing Soap	1 Bottle		
Paper Towels	2 Rolls		
Trash Bags, largest size	1 BX		
One Gallon Zip Lock Bags	1 BX		
One Quart Zip Lock Bags	1 BX		
60 Quart Coolers or Plastic Totes	4 EA		

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609 **Roster of Attendees**

Roster of Attendees

First and Last Name *	Cell Phone #	Email	Date of Arricval	Date of Departure	Hotel	Room

*** In Case of Emeregency (ICE) ADD ICE and Contact information in the line after your information**

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619 Hospitality Room Task Assignments

TASK	TIME	VOLUNTEER	Comments:
	Saturday		
Core and chunk Pineapples			
Core and chunk Pineapples			
Core and chunk Pineapples			
Core and chunk Pineapples			
Room Setup			
Room Setup			
	Saturday		
Core and chunk Pineapples			
Core and chunk Pineapples			
Room Setup			
Room Setup			
Drink Station			
Food Station			
Fundraiser			
Drink Station			
Food Station			
Fundraiser			
	Sunday		
Core and chunk Pineapples			
Core and chunk Pineapples			
Room Setup			
Room Setup			
Drink Station			
Food Station			
Fundraiser			
Drink Station			
Food Station			
Fundraiser			

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83rd Annual Department of Hawaii State Convention
POST DELEGATE AND FEES REPORTING

Each Post shall elect one delegate and one alternate for each 30 members, or fraction thereof, in good standing in the Post to the Department Convention. Each Post will pay a delegate registration fee of ten dollars (**\$10.00**) for each delegate. The Post membership total will be based on the Department Quartermaster's records thirty days prior to the Convention. Additions attributable to late reporting of new members may be authorized up to the day of voting so long as the additional delegate fees are paid before the vote.

The Post must pay the delegate fees for all delegates and for those granted individual voting rights by the Convention Rules (Post Commanders, State Officers, and Past Department Commanders). Officers voting separate from Part 1 List, their count will be on Part 2 only. **Please List only members attending.**

Part 1 -Delegate List

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.
16.	17.	18.
19.	20.	21.
22.	23.	24.
25.	26.	27.
28.	29.	30.

Part 2 -Commanders, State Officers & Past Department Commanders who are members of your Post, may vote separately. This number is to be deducted from Part 1 above.

1.	4.	7.
2.	5.	8.
3.	6.	9.

Delegate Fee Calculation - Post # _____

1. Part 1 Total Delegates	2. Part 2 Commanders, State Officers Past Dept. Commanders	3. Total Delegates (Part 1 + Part 2)	4. Total Delegate Fees Owed (Column 3 x \$5.00)

COMPLETE AND MAIL THIS FORM WITH YOUR CHECK FOR THE TOTAL DELEGATE FEES OWED

TO:
DEPARTMENT QUARTERMASTER
438 Hobron Lane Suite 407
Honolulu, HI 96815

**83rd Annual Department of Hawaii State Convention
POST DELEGATE AND FEES REPORTING**

Each Post shall elect one delegate and one alternate for each 30 members, or fraction thereof, in good standing in the Post to the Department Convention. Each Post will pay a delegate registration fee of ten dollars (\$10.00) for each delegate. The Post membership total will be based on the Department Quartermaster's records thirty days prior to the Convention. Additions attributable to late reporting of new members may be authorized up to the day of voting so long as the additional delegate fees are paid before the vote.

The Post must pay the delegate fees for all delegates and for those granted individual voting rights by the Convention Rules (Post Commanders, State Officers, Past Department Commanders). Officers voting separate from Part 1 List, their count will be on Part 2 only. **Please List only members attending.**

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4.	5.	6.
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10.	11.	12.
13.	14.	15.
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19.	20.	21.
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COMPLETE AND MAIL THIS FORM WITH YOUR CHECK FOR THE TOTAL DELEGATE FEES OWED

TO:

DEPARTMENT QUARTERMASTER
438 Hobron Lane Suite 407
Honolulu, HI 96815

VFW 83st & AUX 62th

DEPARTMENT OF HAWAII STATE CONVENTION

VFW & AUXILIARY CONVENTION BOOK AD ORDER FORM

June 10, 11 and 12 , 2021

POST/AUX: _____

Contact: _____

Address: _____

E-Mail: _____ Phone: _____

Phone: Home/Mobile/Bus _____

FULL PAGE (7 1/2" x 10") \$125.00 _____

HALF PAGE (7 1/2" x 5")\$ 75.00 _____

QUARTER PAGE (3 3/4" x 5") \$ 50.00 _____

1. Type or Print your Ad copy.
2. Pictures should be black and white or good color.
3. Ads must be camera ready.
4. Ads must be received by June 03, 2021.

MAKE CHECKS PAYABLE TO: VFW – DEPARTMENT OF HAWAII
Mail to: 438 Hobron Lane, Suite 407
Honolulu, HI 96815

MAHALO FOR YOUR KOKUA (HELP) AND SUPPORT

VFW 83st & AUXILIARY 62th

DEPARTMENT OF HAWAII STATE CONVENTION

Convention HOTEL

Address City, HI. 96814

June 10, 11 & 12, 2021

Call for Reservations: (800) XXX-XXXX or (808) XXX-XXX (8AM – 5PM)

Charge Card to Hold Reservations, Hotel will Charge a Minimum of 1 Night.

Cancellation within 30 days prior to arrival, will be subject to a one-night Cancellation Fee

Reservation for Group Deadline: **May XX, 2021**

Group Name: **VETERANS OF FOREIGN WARS ANNUAL STATE CONVENTION**

Names: _____

Address: _____

Contact Name: _____ Phone # _____

CF# _____ CF BY _____ CF DATE: _____

ALL ROOMS HAVE MINI REFRIGERATOR. ALL ROOMS ARE NON-SMOKING.

Sgl/Dble: \$1XX.00 per night + taxes & fees.

3rd & 4th Person: \$1XX.00 if existing beds are used.

Roll away: 1 rollaway bed per day allowed @ \$25.00

Current State & Local taxes: 14.962% (Subject to Change) Guest Parking: \$13.00 per day

I.D./Driver's License & Major Credit Card must be presented at Check-in.

Reserve early for your convenience and to lock in this Special Rate⁶

Once Rooms are released, Group Rates are lost, new rates at Hotel's Discretion.

Check-in time: 3:00 PM

Check-out time: Before 12:00 PM

DEPARTMENT OF HAWAII STATE CONVENTION

June 10, 11, 12, 2021

"AIRPORT TRANSPORTATION TO PAGODA HOTEL!"

VFW MEMBERS call Contact Name, Cell: 808-XXX-XXXX VFW HQ: 808-946-7250

AUXILIARY MEMBERS call Name of Contact *Phone: Cell:* 808-XXX-XXX

MAKE SURE TO PROVIDE ALL FLIGHT INFORMATION
TO YOUR VFW OR AUXILIARY CONTACT.

DEADLINE: 3 June 2021

MAHALO!

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VFW 83st & AUX 62th

DEPARTMENT OF HAWAII STATE CONVENTION

June 10, 11 & 12, 2021 MEAL ORDER FORM

Make payable to:

Mail to:

**VFW DEPARTMENT OF HAWAII
438 Hobron Lane, Suite 407
Honolulu, HI 96815**

T-F-S	- 10-12, June 2021 Hospitality Room	\$15.00 x _____	= \$ _____
FRI.	- 11 June 2021 LUNCHEON	\$25.00 x _____	= \$ _____
	AWARD BANQUET	\$45.00 x _____	= \$ _____
SAT.	- 12 June 20209 LUNCHEON	\$25.00 x _____	= \$ _____
	ALOHA BANQUET	\$50.00 x _____	= \$ _____
	EXTRA DONATION	\$ _____	= \$ _____
	(TOTAL MEAL PACKAGE PER PERSON \$160.00 +)	\$ _____	= \$ _____
TOTAL: HOSP _____ LUNCHES _____ BANQ. _____		DONATION _____	\$ _____

DEADLINE: 3 June 2019 (by 12 noon)

NON-REFUNDABLE (except: Family emergency)

NAME: _____ POST/AUX.# _____

Post / Auxiliary / Individual (Non-members)

ADDRESS: _____

PHONE: _____ CELL: _____

Name(s): _____

OFFICE USE ONLY

Form of Payment: Cash _____ Check # _____ Other: _____ 28

Amount Received: \$ _____ Date Received: _____

Convention Meal Attendees

First and Last Name	Hospitality Room	Friday Lunch	Awards Banquet	Saturday Lunch	Aloha Banquet	Paid	Comments

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