



**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**

Approved August 14, 2021



# **CONVENTION COMMITTEE**

## **PURPOSE**

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

## **SECTION 1**

### **Control and Administration**

The Committee chairperson is appointed by the State Commander.

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

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

The Chairman will form the following subcommittees.

1. Time and Place
2. Department Convention
3. National Convention
4. Hawaii Dinner
5. National Convention Hospitality Room

## **SOP REVIEW**

The SOP will be reviewed to ensure the following:

1. Contact information is accurate and up to date.
2. The SOP will be updated to ensure compliance with the National Bylaws, and applicable directives and regulations.
3. The SOP with changes will be submitted to the State Adjutant no later than 45 days before the start of the Department Convention.
4. The Chairperson's required End of Year report will include all changes with justification for the change to the SOP.

After an initial approval by the State Commander, This SOP will be reviewed annually. The Senior Vice Commander will review the SOP before the Department Convention. The State Adjutant will present the SOP at the first COA after the Department Convention for approval. After approval the SOP will become immediately effective. During the year any changes to the SOP will given to the Department Adjutant for distribution to voted on at the next COA.

## **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.

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

## SECTION 3

### DEPARTMENT CONVENTION

**Mission Statement:**

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

1. Preplanning meetings should have the following members
  - a. Post Representative
  - b. Convention Book and Advertising
  - c. Others as required
  - d. Auxiliary Representative
  - e. State Quartermaster
  - f. State Adjutant
  
2. Convention Booklet
  - a. Format ( The booklet should contain the following)
    - i. Department Convention Meeting Agenda and Functions
    - ii. Auxiliary Convention Meeting Agenda
    - iii. VFW National Officer greetings (Commander in Chief, Senior Vice Commander)
    - iv. Auxiliary National Officer greetings (National President, National Senior Vice President
    - v. Other Department and Auxiliary Officers
    - vi. Convention Rules
    - vii. State Officer Listing
    - viii. VFW Committee Listing
    - ix. VFW Department of Hawaii Past Commander Listing
    - x. VFW Post Listing
    - xi. US Senator and Representative Greetings
    - xii. Governor Greeting
    - xiii. Mayor Greeting

- xiv. Hawaii Auxiliary Officer Greetings
  - xv. Auxiliary Convention Rules
  - xvi. Auxiliary State Officer, Committee and Chairman Listing
  - xvii. Western Conference Information
  - xviii. Post and Auxiliary Ads
  - xix. Other Ads
  - xx. Pictures of Events around the Department
  - b. Advertising
    - i. Hosting Post and Auxiliary to get the following Advertising proceeds to help offset expenses
    - ii. This will include all Post and Auxiliary Ads
    - iii. This will include all Department and Auxiliary Officer Ads
    - iv. This will include advertising provided by the Host Post and Auxiliary.
  - c. Department to get revenue from VFW Department Partners
    - i. Humana
    - ii. Excelsior College
    - iii. USAA
    - iv. Morgan Stanley
    - v. Veterans Administration
  - d. (At the discretion of the Convention Host Post Committee) If a non-host Posts submit business advertising they will receive a portion 25 % of all ads sponsored from that non-host Post or Auxiliary
3. Hospitality Room
- a. The Host Post and Auxiliary are responsible for having a Hospitality Room during the Convention.
4. State Responsibilities
- a. Listing of Posts in Arrears
  - b. Post Delegation Strength (Number of Votes)
  - c. OPost Delegate listing
5. VIP's
- a. Government Agency Members
  - b. Congressional Delegation
    - i. State Officials
    - ii. County Officials
  - c. Keynote Speakers
    - i. VA Representatives
    - ii. Military
  - d. VFW and Auxiliary National Representatives
    - i. VFW
    - ii. Auxiliary

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

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

<b>Water Bottles</b>	<b>5 cases</b>
<b>Diet Coke</b>	<b>1 case</b>
<b>Coke</b>	<b>1 case</b>
<b>Pepsi</b>	<b>1 case</b>
<b>Mountain Dew</b>	<b>1 case</b>

## SECTION 4 NATIONAL CONVENTION

### **Mission Statement:**

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

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

### **General Information:**

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

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



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

President attends Convention, everyone must go through enhanced security procedures. These would include no food and water in the hall. Members attending should not bring extra materials in to the hall. You are also reminded that everyone regardless of your political views is reminded to be respectful of the office. If you are unable to be respectful then do not attend. Remember the VFW is a nonpolitical organization.

- k. **Friday all day** arrivals. We may be able to provide transportation to the Convention hotel
- l. **Saturday Morning** Auxiliary Business session and Conference meetings
- m. **Saturday Afternoon** Western Conference Meeting election of Conference and National officers
- n. **Saturday Evening** Hawaii Dinner is on after the Western Conference meeting starting about 7:00 PM depending on the National Convention City and where the Dinner will be held.
- o. **Sunday Morning** is the joint memorial service it is recommended that you attend and wear a suit or appropriate respectable attire for the event.
- p. **Monday Morning** Joint opening Ceremony and Business Sessions.
- q. **Tuesday Morning** Business Sessions
- r. **Tuesday Evening** there will be a Patriotic rally/march and the Hawaii delegation will march together. **We all wear the Department Commander's shirt.** You are also encouraged to bring patriotic wear to wear at different times during the convention but for the march we dress the same to show Hawaii Aloha. You must have your convention credentials for the Patriotic event to participate.

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

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

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

### **General VFW Patriotic March Rules**

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

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

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

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

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

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

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

## SECTION 5

### HAWAII DINNER

#### Hawaii Dinner Coordinator:

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

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

## SECTION 6

### HOSPITALITY ROOM

#### Hawaii Hospitality Room Coordinator:

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

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

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

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

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

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

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

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

- c. Hospitality Chairperson and assistants will purchase items on Saturday, Sunday, and Monday (as needed)
  - d. All items purchased will be stored in the Hospitality Room or Hospitality Chairperson's room
  - e. Hospitality room decorating and setup will begin at **12:00 PM** on Sunday. The time may be adjusted as needed. We will need the assistance of Hawaii representatives that **DO NOT have committee meetings**. The **Chairperson** is responsible to ensure that all stations are setup and the room layout is functional.
1. Hospitality Room Operation
- a. All funds generated at the Hospitality Room will be turned into the Department Quartermaster or his designated representative nightly.
  - b. Hospitality Room Chairperson is responsible to ensure all pineapple is cored and chunked up before **3:00 PM** on Sunday
  - c. Need a **minimum of six people** to work the Hawaii Hospitality room each night
    - i. Male Lei Greeter at entrance (Typically the Department Commander or Senior Vice Commander)
    - ii. Female Lei Greeter at entrance (Typically the Auxiliary President, Senior Vice Auxiliary, or Female VFW member)
    - iii. Two people working on Department Fundraiser tickets, Department Commander shirts and other Department fundraising items
    - iv. One person working the Mai-tai and drink station
    - v. One person working the food station ensuring pineapple and chocolates are available. This person will also be asked to run for items as needed.
    - vi. Auxiliary members: working on Auxiliary Fundraiser
  - d. The Hospitality Room Chairperson or a designated person is responsible to ensure that all stations are functioning and assist as needed anywhere in the room.
  - e. Hospitality Chairperson will purchase dinner food for all Hospitality room workers and have the food in the room by 4:00 PM
  - f. Cleanup of room and AAR after room closes
  - g. Hospitality room opens at 5:00 PM on Sunday
  - h. Hospitality room closes at 10:00 PM on Sunday
  - i. Hospitality Chairperson will ensure the room is cleaned and secured.
  - j. Hospitality Chairperson will ensure that the any additional purchases are made during the day on Monday
  - k. Hospitality Chairperson will ensure the room is setup and ready no later than **4:00 PM** on Monday
    - i. Need a **minimum of six people** to work the Hawaii Hospitality room each night
    - ii. Male Lei Greeter at entrance (Typically the Department Commander or Senior Vice Commander)
    - iii. Female Lei Greeter at entrance (Typically the Auxiliary President, Senior Vice Auxiliary, or Female VFW member)

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

## SECTION 7 LINKS

### Links:

### VFW National Links:

[VFW National](#)

### VFW Department of Hawaii Links:

[VFW Department of Hawaii Website](#)

[Department of Hawaii on Facebook](#)



## **APPENDIX**

- A. Hospitality Room Supplies (Word)**
- B. Hospitality Room Supplies (PDF)**
- C. Roster of Attendees**
- D. Hospitality Room Task Assignments**
- E. Convention Advertising Form**
- F. Sample Room Reservation Form**
- G. Transportation Request Form**
- H. Convention Meal Form**
- I. Meal Attendee Listing**
- J. Post Delegate Fees and Reporting (Word)**
- K. Post Delegate Fees and Reporting (PDF)**

**National Convention Hospitality Room Supply List (Word)**

<b>Item Name</b>	<b>Quantity</b>	<b>Person Tasked</b>	<b>Comments:</b>
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		

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

## National Convention Hospitality Room Supply List PDF

Item Name	Quantity	Person Tasked	Comments:
Rental Vehicle	1 EA		
Shell Lett	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		



## 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			

**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**

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**TO:**

**DEPARTMENT QUARTERMASTER**  
438 Hobron Lane Suite 407  
Honolulu, HI 96815



**VFW 83<sup>st</sup> & AUX 62<sup>th</sup>**

**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 62<sup>th</sup>**

**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.

**3<sup>rd</sup> & 4<sup>th</sup> 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 Rate<sup>6</sup>***

***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

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

**DEADLINE: 3 June 2021**

***MAHALO!***

# VFW 83<sup>st</sup> & AUX 62<sup>th</sup>

## 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 _____	= \$ _____
	<b>EXTRA DONATION</b>	\$ _____	= \$ _____
	<b>(TOTAL MEAL PACKAGE PER PERSON \$160.00 + )</b>	\$ _____	= \$ _____
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: \_\_\_\_\_

