

# REQUEST FOR PROPOSAL

## THE AMERICAN LEGION

### DEPARTMENT OF MISSOURI



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### THE AMERICAN LEGION DEPARTMENT OF MISSOURI

#### Overview

The American Legion conducts its annual Department Convention in the summer, typically the second weekend in July. By authority of our governing body our State Convention must be conducted starting on or after July 6 and ending no later than July 17 annually using a Thursday through Sunday set of days. We will consider any set of days within the aforementioned days, as long as our convention concludes prior to July 17. Approximately 400 attendees to the Department Convention gather to help further their cause for patriotism and support of our service men and women, past and present. The Convention activities include two other separate conventions: American Legion Department of Missouri Auxiliary and the Sons of the American Legion, whose combined membership exceed 52,000 statewide.

The Preamble to the Constitution of The American Legion reads as follows:

*To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one-hundred percent Americanism; to preserve the memories and incidents of our association in the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.*

Elements of the Department Convention include exhibits, general sessions with nationally acclaimed keynote speakers, color guard and several food and beverage functions.

General attractiveness of the Department convention city is important to the overall success of the bid. American Legion delegates desire a destination with reasonable room rates, a variety of fine restaurants and attractions within close proximity to the meeting site. Easy access to the Convention city, along with safe, clean and hospitable surroundings, will serve to enhance the popularity of the bidding city. Proposals should address these elements and other city characteristics that would help attract peak attendance to the State Convention.

## General Guidelines

- A. During the initial bid process, it is recommended that all proposals are sent directly to The American Legion Department of Missouri, Attention: Convention Committee, PO Box 179 Jefferson City, MO 65102-0179. To facilitate the preparation of your bid, The American Legion Department of Missouri is providing you with our specific requirements in several key areas. The Department Convention is currently four days with the first official day on a Thursday and the last official day is a Sunday.
- B. All bidding hotels will be asked to provide the Department with written commentary on how they perceived the bid process for our convention. This will be due to the Convention Committee two weeks after your formal presentation to the committee, which takes place in the convention city for that year.

**PLEASE NOTE:**

**The Department of Missouri reserves the right to select any city, regardless of location, convention center facilities or hotel accommodations. Special consideration will be given to cities interested in hosting The Department of Missouri Annual State Convention whose overall attractiveness outweighs any other shortcomings that may exist.**

## Step I – Request for Bid Specifications and Timelines

- A. The bidding process begins three years out from the Department Convention dates. At this time, The Department Convention Committee accepts communications of interest from those hotels interested in bidding on the State Convention. The Convention Committee then provides the bidding hotels with the written bid specifications and deadlines.
- B. The following is a time schedule for the bidding/decision making process
  1. January through May, three years out – hotels may send letters expressing interest to host the State Convention to the Department of Missouri Headquarters.
  2. Typically June 1 three years out, the Convention Committee will provide the applicable hotels with written bid specifications and deadlines.
  3. Typically, February 15, three years out – bid proposals are due from the bidding hotels by 4:00 pm.
  4. If five or more hotels have sent in bids, the Convention Committee will paper cut the bids down to four during the Spring Conference, three years out. Therefore each hotel should put their best foot forward with their initial RFP.
  5. March through April, three years out - the Convention Committee arranges site visits with no more than four bidding hotels in order to prepare a final report for the full committee.
  6. Typically the first Friday during the Department Convention in July–3 years out – hotels being considered will be asked to attend the Department Convention and make a presentation to the Convention Committee. Hotels are notified in writing, of the Committee’s decision subsequent to the vote and approval by the Department Executive Committee.

Step II – Convention Center Space and Facilities

The hotel is to gather the following information for the proposal. The convention venue must be on a **first-option complimentary basis** and all dates and days are to be outlined clearly and as listed within this document. The Department requests, if possible, one convention service manager and one event manager. The Department of Missouri will sign convention venue contracts in the year the bid is awarded. A copy of your facility guide must be included in the bid as well as the center’s emergency evacuation plan.

- A. General Session Requirements (Hall 1) The American Legion Department of Missouri Seating capacity should not be less than a total of 350 seats in front of a 16’x16’ stage with steps and a handrail. The stage needs to have skirted tables and seating for 16 people. Also required is a table top podium with a microphone, two (2) wireless microphones. The Department will also need a projection screen and an audio cart with audio/visual support. On Friday and Saturday of the convention the Department requires an additional standing podium and a round memorial table. It is preferred that the location of the general session be column free and next to or in close proximity to the staff offices. A diagram is to be included with bid. Cities unable to meet these requirements may offer alternate facilities for our consideration. Water service for all days is also required.

Move in Dates	Wednesday– Sunday
General Session Dates	Thursday-Sunday
Move out dates	Sunday by 3:00 pm

**Sample of Breakout meeting spaces required below:**

Meeting	Time	Setup
<b>Thursday</b>		
<b>Hospitality Rooms (3-6)</b>		
Storage (American Legion)	<b>All Day</b>	
Education & Scholarship Committee	3:00-4:00 pm	Conference 20
VA & R Committee	5:00-6:00 pm	Classroom 20
Insurance Committee	5:00-6:00 pm	Conference 10
Boy State Commission	5:00-7:00 pm	Conference 20
Economic Commission	5:00-5:30 pm	Conference 20
Commanders Advisory Committee	5:30-6:30 pm	Conference 10
Sub-Committee	7:30-8:00 pm	Conference 10
Credentials	7:00-8:00 pm	Conference 20
Dept. Executive Committee	8:00 pm	U shapes Special Set-up for 80

**Friday**

Storage (American Legion)	<b>All Day</b>	
Finance Commission	8:00-10:00 am	Conference 15
History Book Judging	8:00-12:00 noon	Conference 10
Membership	8:00-10:00 am	Classroom 80
Media & Communication Commission Meeting	8:30-9:00 am	Conference 20
Legislative Committee	8:30-9:00 am	Conference 10
Resolutions Committee	9:00-10:00 am	Classroom 20
ROTC Committee	9:00-10:00 am	Classroom 10
Media & Communication Commission (Newsletter Judging)	9:30-11:30 am	Classroom 20
Americanism	9:00 am-4:30 pm	Conference Room 20
Foundation Committee	10:00 am - 12:00 pm	Conference Room 20
Post Service Officers Training	10:00 am-12:00 pm	Classroom 30 Tables for 8 with podium and table/screen for bid presenters
Convention Committee	10:00 am-12:00 pm	
Committee on Commissions and Committees	12:00-1:00 pm	Conference 10
100th Anniversary Committee	11:30 am -12:30 pm	Conference 25
<b>General Session (Committee/Commission Reports</b>	1:30-4:30 pm	Theater seating 300
Past Post Commanders Club	4:30 -5:00 pm	Theater seating for 50
ALR Executive Committee Meeting	4:30-6:00 pm	Theater Seating 20
Children and Youth Committee	5:00-6:00 pm	Conference 20
Sons of The American Legion DEC	5:30-6:30 pm	Conference 20
Color Guard Exhibition	5:30-6:00 pm	Atrium/Ballroom
Commander-President Banquet	6:30-10:00 pm	Dinner 100

**Saturday**

Storage (American Legion)	<b>All Day</b>	
Past Dept. Commander Breakfast	7:30-8:30 am	Plated Breakfast for 20
American Legion Riders General Session	7:30-9:00 am	Classroom 100
Sons of The American Legion General Session	8:00 am- 12:00 pm	Classroom 100
A. L. Leadership Training Committee	8:00 -9:00 am	Theater 2
General Session Reconvenes ( Membership Awards)	9:30 -11:30 am	Theater 300 Plated Lunch 60
Distinguished Guest Luncheon	12:00-1:00 pm	Microphone & Podium
Navy Club	12:00-1:00 pm	Theater 25
AL Family Joint General Session (Department Awards)	1:30-5:00 pm	Theater Seating 400
District Caucuses	4:00-5:00 pm	Various Rooms Theater seating 50
Catholic Services	5:00-6:00 pm	microphone & Podium
Protestant Services	5:00 -6;00 pm	Theater seating 50 microphone& Podium

**Sunday**

Past District Commander's Breakfast	7:00-8:00 am	Plated breakfast 50
District Cmdr. /1st Vice Car/Adjutant Training	8:00-9:15 am	classroom seating 20

Sons of the American Legion	9:00am	classroom seating 100
General Session Reconvenes (Elections )	9:30am	Theather300
D.E. C. Meeting	immediately following general session	U-shaped special design 80

B. General Session Requirements (Hall 2) – American Legion Auxiliary

Seating capacity should not be less than a total of 250 seats in front of a stage with steps and a handrail with four chairs on each end of the stage. A podium and microphone centered on the stage and a podium to the left of the stage with microphone. The seats should be theater style on a column free floor. It is also required that there is a piano to the right of stage in the meeting room. Three small tables are required for the right, center and left in front of the stage. Water service for all days is required and one (1) extra table with skirt in the back of the room with chairs.

Move in Dates	Wednesday – Sunday
General Session Dates	Thursday-Sunday
Move out dates	Sunday by 3:00 pm

C. General Session Requirements (Hall 3)—Sons of the American Legion

Seating capacity should not be less than a total of 100 seats with a skirted table located in the front of the seating with four chairs. Either a table top podium or a stand up podium and microphone are required. The seats should be classroom style on a column free floor.

Move in Dates	Wednesday – Sunday
General Session Dates	Thursday-Sunday
Move out dates	Sunday by 3 pm

D. Meeting Room Requirements The American Legion Department of Missouri

1. Space required by the Department for a minimum of 8 individual breakout meetings or forums per day from Thursday through Sunday. At least six meeting rooms must be large enough to accommodate 40 people in theater type seating. See attached tentative meeting schedule.
2. Space is required by the American Legion Auxiliary for a minimum of 5 meetings per day from Thursday through Sunday. All meetings are held in the general session with the exception of the Presidents luncheon and the membership luncheon. A room is required to be used for storage and

large enough to accommodate 2 tables and chairs for the juniors to meet.  
Please see schedule below

- a. Thursday Afternoon - Board Meeting Room for 250 with Theater style seating with wide middle aisle and both sides. Meeting starts at 3:00pm would like the room at Noon.
  - b. Friday Morning and Afternoon - Board Meeting Room for 250 with theater style seating
  - c. Friday Noon - Room for Past Department President Luncheon for 45 people
  - d. Saturday Morning - Board Meeting Room for 250 with Theater Style seating.
  - e. Saturday Noon - Room for Membership Luncheon for 50 people.
  - f. Saturday Night - Room for incoming Presidents reception.
  - g. Sunday Morning - Room for outgoing Presidents breakfast
  - h. Sunday Morning - Board Meeting Room for 250 with Theater Style seating.
3. All of the Sons of the American Legion meetings are held in the general session room.
  4. Vendor space is preferred in be placed in the atrium with 8 ft. skirted tables and 2 chairs for up to 30 vendors.

Move in Dates	Wednesday – Saturday
Move out Dates	Saturday by 6:00 pm

E. Department Staff Office Space Requirements

1. One room, a minimum of 200 sq. ft. is required on the first official day of the Department Convention. All facilities must be air conditioned and have the capability of being locked. Normal heat, light, power and clean up must be provided. These dates are necessary for move in and set up of the respective staff office.

Move in Dates	Wednesday – Sunday
General Session Dates	Thursday-Sunday
Move out dates	Sunday by 3:00 pm

F. Banquet/meal requirements The American Legion Department of Missouri

1. During the convention the following banquet/meals are held.
  - A. Friday night—Family banquet
    - Seating for 150 people
    - Microphone and standing podium are required
    - Plated dinner



- B. Saturday Morning—Past Department Commanders Breakfast
    - Seating for 20 people
    - Plated or buffet style meal
  - C. Saturday Afternoon—Distinguished Guest Luncheon
    - Seating for 60
    - Plated meal
    - Microphone and podium are required
  - D. Sunday Morning—Past District Commanders Breakfast
    - Seating for 40
    - Buffet
- G. Banquet/meal requirements The American Legion Auxiliary
- A. Friday Noon—Past Presidents Luncheon
    - Seating for 45
    - Plated meal
  - B. Saturday Noon—Membership Luncheon
    - Seating for 50
    - Plated Meal
    - Microphone and Podium required
  - C. Saturday night—Incoming Presidents reception
    - Variety of hors d'oeuvres
    - Area for reception line
  - D. Sunday morning – Outgoing Presidents Breakfast (Optional)
- H. Hospitality Rooms
1. 6 rooms with tables, table cloths and chairs for 40 people
  2. No corkage fees
  3. Complementary ice & Portable bars, if available
  4. TV's
- I. Room Sets
1. It is further required and understood that the first room set for each day of all facilities, including the stage platforms and chairs will be on a complimentary basis. Additional room set changes could, within the same day be a cost item, provided no food and beverage functions are being placed in the re-set room.

2. All venues must be able to provide complimentary railing in back of and on the sides of all head tables and event stages if not flush against a non-movable wall.
3. Your bid must include an equipment inventory list (number of platforms, easels, skirting, tables, chairs, etc.) and information regarding the availability of these items to the Department.

### Step III

- A. Bidding hotels for the Department convention must agree to provide two (2) complimentary suites and one (1) complimentary room night for each fifty (50) room nights consumed/revenue producing room on a cumulative basis. The application of these earned complimentary room nights shall be at the discretion of the Department.
- B. Room Rates are not expected to exceed \$90.00 plus applicable taxes. All rates must be guaranteed/confirmed rates for the given bid year. Rates will be offered five days pre and three days post.
- C. All bidding hotels must include their own individual hotel proposal.
  - a. Total rooms and suites in the hotel
  - b. Number of rooms (suites included) tentatively blocked based upon the room flow pattern.
  - c. Room Mix (35% King/65% Double)
  - d. Guaranteed, confirmed rates for standard rooms and suites not to exceed \$90.00 plus applicable taxes.
  - e. What are your convention group rates and taxes for the current year?
  - f. Attrition at 20% slippage; 80% pickup.
  - g. Banquet/Meeting room capacities.
  - h. Any planned renovations in the next 2 to 3 years
  - i. Parking availability at each hotel and rates if applicable.
  - j. Quantity of ADA accessible rooms in hotel.
  - k. 1 complimentary room night for each 50 revenue producing room nights cumulatively.
  - l. Free internet Wi-Fi access.