

Texas Division SCV Reunion Planning Committee

General Guidelines for Hosting a Texas Division SCV Reunion

1. The Texas Division Reunion Planning Committee

The committee should consist of at least five members to include a chairman and four members to be appointed by the Texas Division Commander to serve during his tenure. The chairman and his committee members should represent various geographic areas of the Division. The committee members shall be responsible For:

- a. Identifying potential host camps and encouraging competition
- b. Reviewing and assisting in the preparation of the bid to ensure all requirements are met.
- c. Preparing an analysis of bids from potential host camps and selecting a recommendation. based on the following criteria: lodging costs to include special fees, parking fees, and availability, quality of venue, availability of alternative housing, availability of area restaurants, and activities for family members.

2. Deadline for Filing Reunion Bid and Reunion Award

- a. Reunion site bids shall be filed with the Division Reunion Planning Committee by February 1st prior to the Reunion at which the award will be presented, ie, Febraury 1, 2013 for the June, 2015 Reunion.
- b. The Texas Division DEC will select the winning bid at the DEC meeting in March prior to the Reunion two years in advance of the bid Reunion. i.e. March 2014 for the June 2015 Reunion.

3. Contract Submission and Approval

After officially receiving the Reunion bid by vote of the Texas Division membership, the host camp will **present a proposed contract with the facility to the Division Commander and the Judge Advocate for approval. The host camp must have written approval of the Division Commander and the Judge Advocate before signing any contracts.** Copies of all contracts will be sent to the Division Commander and the Judge Advocate within 15 days of their signing. **Failure to abide by this procedure will ensure disciplinary action and could result in the withdrawal of the host camp's charter.**

4. Payment of Division Funds

- a. The Division may advance the sum of \$1,000.00 to the host camp when contracts have been finalized and approved. The Division may also advance an additional sum of up to \$ 1,000.00 not earlier than six months before the convention date. Payment of these funds is subject to the approval of the Division Commander. It is the responsibility of the host camp to request these funds be released by application to the Division Commander.

- b. The final payment of Division funds to the host camp will be contingent upon receipt of a statement of income and expenses from that camp. This statement will include the breakdown of income from all sources and as well as expenses. See paragraph 7 subpara n. below. The purpose of this requirement is not to investigate misconduct, but to assist other camps in planning a Reunion for the Division.

5. Facilities and Room Requirements for Host Reunion Planning Bids

- a. A meeting facility with seating for 250-300 people with a stage (or portable staging) and audio-visual capabilities (audio-visual system will be provided by the host camp at its own expense if the facility does not have one) for the general meeting.
- b. A room with seating for 200 people (banquet style) for the Awards Luncheon as well for the Banquet and Ball.
- c. A room with seating for 100 people for the TSOOCR annual meeting.
- d. Overnight sleeping accommodations consisting of 150 separate rooms (if not in the same facility must be in very close proximity).

NOTE: It is annoying to attendees and an extra burden to the host camp to manage multiple facilities, so having sleeping accommodations and Reunion activities in different locations should be avoided if possible.

- e. Rooms for Brigade meetings: at least 2 rooms seating 100 people in non-election years and space for 11 brigades of 25 in election years (3 rooms seating 100 people or several smaller rooms but should have spacing for moderate privacy).
- f. One room that can be locked (minimum of 1000 sq. ft.) for TSOOCR auction.
- g. One room with seating for 50 people (classroom style) on Sunday (8:00 a.m. to 11:00 a.m.) for DEC meeting (should be at host hotel).
- h. One complimentary room/suite for the Texas Division Commander.
- i. Vendors' Area: should be in an area that is open and easily accessible to the public, size to be determined by the number of vendors.

NOTE: Host camp will provide (at no cost to Texas Division or TSOOCR) 2 or 3 tables for the Division, as requested by the Division Commander, 1 table for the sale of TSOOCR merchandise, 1 table for TSOOCR registration, and tables for SCV registration.

6. Meals:

Buffet-style meals should be avoided. If unavoidable, adequate planning should ensure prompt and efficient service. Extra servers should be hired

Meals should be commensurate with their charge (no one wants to pay \$25.00 for a sandwich. **NO PAPER, PLASTIC, OR STYROFOAM WILL BE USED** without approval of the Reunion Planning Committee and Division Commander.

There should be a serving line for every 50 diners. Real Sons, children under six (6), and infirmed attendees should go before all others.

7. Administrative Requirements for Host Camp

a. General Meeting Room

- 1). Water and coffee will be provided at no charge in the meeting room during the business meetings.
- 2). Room will be set with chairs and head table in place no later than 4:00 pm on the day before Opening Ceremonies to allow time for A/V testing, color guard rehearsal, and set-up.

b. Credentialing Area

- 1). Area will be needed on the day before the business meeting thru the last business meeting. The host camp will work with the chairman of the Credentials Committee regarding space requirements.
- 2). The Division is responsible for credentials, but the host camp will provide “delegate” ribbons for distribution to properly registered delegates.
- 3). The host camp will provide admission security at the direction of the Division Commander.

c. Voting Room

- 1). A separate room shall be provided for all ballot voting.
- 2). The chairman of the Credentials Committee will direct the host camp on the requirements for the voting room.

d. Registration

- 1). A separate area is required for Reunion registration.
- 2). The host camp is responsible for all aspects of Reunion registration.

e. The host camp will ensure only SCV members attend the business sessions by signage at the entrance to the meeting room and notice in the Reunion program.

- c. Audio/Video recordings are prohibited in business sessions without prior approval of the Texas Division. The Division will receive 2 copies of any such recordings at no charge.
- d.

- e. A representative of the host camp committee shall appear at one DEC meeting per year, as designated by the Reunion Planning Committee, to provide an update on Reunion preparations.
- f. The host camp will send a proposed Reunion schedule to the Texas Division Commander and the Chief of Staff prior to the March DEC meeting preceding the Reunion.
- g. A minimum of two weeks prior to the newsletter deadline, all information to be printed in the Division Newsletter should be sent to the Reunion Planning Committee for review (announcements of accommodations, meals, etc.). No information will be published in the Division Newsletter without prior approval of the Texas Division Commander.
- h. The host camp shall provide a minimum of 250 Reunion Commemorative medals and programs free of charge to Texas Division SCV members; medals and programs not distributed will remain the property of the host camp.
- i. A minimum of 3 members of the host camp will have their names, phone numbers, and email addresses published in the Division Newsletter with the Reunion information as points of contact.
- j. The host camp will create a website to publish information that has been approved by the Texas Division Commander or whomever he so delegates for this purpose and to provide POC information.
- k. The host camp may not add events to the schedule after it has been approved by the Division Commander without his approval; no events may be scheduled that conflict with the Reunion business meetings without prior approval by the Division Commander.
- l. Within 60 days of the close of the Reunion, the host camp will forward to the Reunion Planning Committee the following information:
 - 1). The total number of SCV members attending the Reunion and how many used the Host Hotel facilities, attended pre-business meeting social functions, bought meals for the Awards Luncheon and bought tickets for the Banquet and Ball.
 - 2). A complete financial report listing the costs incurred by the Host camp for items such as printing, room costs, tour costs, reunion medals, etc. and the income from tickets sold for the various events.
 - 3). A list of vendors including contact information.
 - 4). Contact information for sources for medals, printing, etc.

NOTE: While these are basic guidelines, there are many more details in hosting and organizing a Texas Division Reunion. The members of the Convention Planning Committee are available to answer questions from the host committee. The Convention Planning Committee will make a site visit to meet with the host committee in the first quarter of the year in which the Reunion will be held. During this visit we will talk and walk through all aspects of the Reunion and look at the facilities to be used. Experience has shown that these visits provide a great amount of useful information to the host committee as well as the Texas Division. Those bidding to host a Texas Division

Reunion should plan to meet with the Reunion Planning Committee and be prepared to discuss all aspects.