February 10, 2020

Dear Kentucky American Legion Family,

As I am sure that you are aware, the next National Convention will be held in Louisville, Kentucky during August 25th thru September 3rd, 2020, a mere six months away. Some of the issues that a State has when hosting a National Convention is coordination with the city on many issues and staffing various committees that will take on some of the workload of putting on such a monumental event.

The Committees that the National Office has assigned to us are:

- Badges and Packets Committee;
- Distinguished Guest Committee;
- Liaison Committee;
- Information Committee
- Memorial Service Committee;
- Liaison Committee; and
- Parade Committee.

I have already assigned Chairs for these Committees. The contact information for each Committee Chair, each Committee’s duties, and volunteers needed are listed on the attached documents. I am asking that you review the Committee specifics and decide which Committee you would like to volunteer for.

It is Kentucky’s duty and responsibility to ensure that the 2020 National Convention is a success. Many of the responsibilities that happen, both behind the scenes and in plain sight, will rest upon us. We certainly want Kentucky to shine brightly to National and the other 54 Departments that will be visiting Louisville. We will need your help to make this happen.

Convention Board Member Mike Moses will be compiling a list of all volunteers for these Committees. Please let him know by email, telephone text message, or by telephone which Committee you want to volunteer for. The list will be sent to the Committee Chairs who will develop a work schedule in coordination with you. We hope to have ample volunteers so no one has to dedicate large amounts of time to these duties. We will keep you appraised of additional information, as it becomes available.
I appreciate your support of The American Legion and the American Legion National Convention. I am confident that with your help the Convention will be a huge success.

Sincerely,

William O. Moore, Jr.

William O. Moore, Jr.
President
2020 National Convention Committee
Bill Moore, President
P.O. Box 263
Greensburg, KY 42743
270-299-5037
bmoore715@yahoo.com

Jim Chaney, Vice President
26 Taylor Ave.
Ft. Thomas, KY 41075
859-462-9000
jchaney1914@yahoo.com

John Costigan, Vice President
851 Ridgeview Drive
Frankfort, KY 40601
502-395-1949
john.costigan.vso@gmail.com

Silas Noel. Vice President
P.O. Box 263
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502-319-2643
silasbnoel@yahoo.com

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P.O. Box 2123
Louisville, KY 40201
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kylegion@bellsouth.net

Randall Fisher, Treasurer
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859-707-5089
randall.fisher50@gmail.com

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Louisville, KY 40258
502-664-6521
bearola@aol.com

Board of Directors
Mike Schutz
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Louisville, KY 40229
502-417-0074
michaeelschutz65@gmail.com

Board of Directors
Steve Curry
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Greensburg, KY 42743
270-405-4304
steve@thesma.net

Board of Directors
Virginia Hobbs
297 Terrace Dr.
Radcliff, KY 40160
270-300-6060
virginiahobbs@yahoo.com
Convention Committee Chairs

Distinguished Guest Committee
Michelle Varner
4119 Leo Lane
Louisville, KY 40299
502-876-0515
mnp77@hotmail.com

Distinguished Guest Committee
Holding Area – Convention Center
Michelle Varner / James Chaney
4119 Leo Lane 26 Taylor Ave.
Louisville, KY 40299 Ft. Thomas, KY 41075
502-876-0515 859-462-9000
mnp77@hotmail.com jchaney1914@yahoo.com

Distinguished Guest Committee
National Commander and Adjutant Drivers (4 Total)
Michele Varner / Mike Leon
4119 Leo Lane 8503 Forest Way Dr.
Louisville, KY 40258 Louisville, KY 40299
502-664-6521 (502) 876-0515
bearola@aol.com mnp77@hotmail.com

Distinguished Guest Committee
Registration – Convention Center
Michelle Varner
4119 Leon Lane
Louisville, KY 40299
502-876-0515
mnp77@hotmail.com

Information Committee
Pat Keefe
80 Golden Pond Loop
Campbellsville, KY 42718
270-283-2233
adj.post82@gmail.com

Liaison Committee
Jim Chaney, Vice President
26 Taylor Ave.
Ft. Thomas, KY 41075
859-462-9000
jchaney1914@yahoo.com
Memorial Service Committee
Steve Orr
200 Wildflower Lane
Campbellsville, KY 42718
270-572-9534
steveorr9534@gmail.com

Badges & Packets Committee
Ted Austin, Chairman
3301 Cherry Tree Lane
Prospect, KY 40059
502-724-4311
tedustin1946@gmail.com

Parade Committee
Mark Kennedy, Chairman
1542 Cypress Drive
Radcliff, KY 40160
270-300-2111
mwkennedy88@yahoo.com
BADGES AND PACKETS COMMITTEE

RESPONSIBILITIES

Staffing Requirements:

Chairman plus 28-30 committee members.

Hours of Operation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25, Tuesday</td>
<td>12:00PM – 4:30PM</td>
<td>(Chairman and select members)</td>
</tr>
<tr>
<td>August 26, Wednesday</td>
<td>8:00AM – 4:30PM</td>
<td>(All members present)</td>
</tr>
<tr>
<td>August 27, Thursday</td>
<td>8:00AM – 4:30PM</td>
<td>(Begin deliveries)</td>
</tr>
<tr>
<td>August 28, Friday</td>
<td>8:00AM – 4:30PM</td>
<td>(Reduce to 3 - 5 members)</td>
</tr>
<tr>
<td>August 29, Saturday</td>
<td>8:00AM – 4:30PM</td>
<td></td>
</tr>
<tr>
<td>August 30, Sunday</td>
<td>8:00AM – 12:00PM</td>
<td>(if necessary)</td>
</tr>
</tbody>
</table>

The Badges & Packets Committee is responsible for setting up the Badges & Packets Office which will be located in the convention center. Badges and packets for The American Legion, the American Legion Auxiliary and the Sons of The American Legion are shipped from National Headquarters to this office. Accountability for all badges and packets is important as each unit represents income to the Convention Corporation.

Before the office opens on Wednesday, a complete inventory of all badges and packets must be made. Obtain Distinguished Guests numbers from the Executive Office and subtract that from the total. As badges and packets are removed from the office and transported to the respective organizations within The American Legion Family, they must be subtracted from the inventory records contained within the Badges and Packets Committee office.

The Committee will first need to sort out the respective number of badges and packets for the Sons of The American Legion (SAL). The Committee will then deliver SAL’s badges and packets to their respective registration location. The Convention Corporation has been paid, in advance, by the SAL for their respective badges and packets. The remaining badges and packets will be inventoried and prepared for issuance to the Department Adjutants of The American Legion and Department Secretaries of The American Legion Auxiliary.

As Department Adjutants arrive at the convention center, they check in at the National Headquarters administrative offices and pay for the badges and packets they ordered for their respective delegations. They are given a receipt, which they take to the Badges and Packets office as proof of payment. The Committee counts out the correct number of badges and packets as shown on the receipt, issues the packets, or advises the Department Adjutant that they will deliver the Department’s badges and packets to the Department’s hotel.

Several deliveries will have to be made each day, so it is recommended that deliveries be consolidated whenever possible. An authorized person, from the respective American Legion
Family Organization, must sign a delivery form that the correct number of badges and packets has been received. The delivery forms must be turned in to the Committee Chairman daily.

The American Legion Auxiliary provides each of their Departments with “paid receipt” documentation for American Legion Auxiliary badges & packets. The procedures for pick up and delivery, of American Legion Auxiliary badges & packets, are the same as those used for The American Legion.

Each day, a staff member from the Shipping and Document Center will pickup the applicable number of badges and packets for delivery to the registration desk as needed. The National Organization rents a vehicle to be used by Supply/Purchasing and Badges & Packets. The Badges and Packets Committee may use this vehicle for deliveries to the various hotels.

Upon closing the Badges and Packets office on Sunday, all non-issued badges and packets must be delivered to the American Legion Purchasing/Supply office. This office will also be contained within the convention center. The Purchasing/Supply office will sign for all of the badges and packets that are turned over to them by the Committee.

Badges and Packets attire must be neat and clean. Comfortable clothing and shoes are recommended.

The Director of National Convention & Meetings will attend the upcoming Department Convention, if needed and invitation offered, prior to National Convention. At that time the Director will address any and all attendees that are interested in being a volunteer.

The Director of National Convention & Meetings will notify the Convention Corporation President of the final meeting to discuss all logistics and answer any questions. The Convention Corporation President will then notify his/her Committee Chairs of this final meeting. This meeting will take place approximately two weeks prior to convention and will preferably be held at a local American Legion Post. Only Volunteer Committee Chairman will be addressed at this time. If further time is needed with a specific volunteer committee representative, this can be arranged.
DISTINGUISHED GUESTS
COMMITTEE RESPONSIBILITIES

Staffing Requirements:

The National Distinguished Guests Chairman and two Chairmen assigned as follows:

Distinguished Guests Registration Chairman (Convention Center)
Distinguished Guests Holding Area Chairman (Convention Center, 9/1 – 9/3)

Hours of Operation for DG Registration are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26, Wednesday</td>
<td>12:00 Noon – Operations begin</td>
</tr>
<tr>
<td>August 27, Thursday</td>
<td>8:00AM – 2:00PM</td>
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<tr>
<td>August 28, Friday</td>
<td>8:00AM – 4:30PM</td>
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<tr>
<td>August 29, Saturday</td>
<td>8:00AM – 4:30PM</td>
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<tr>
<td>August 30, Sunday</td>
<td>8:00AM – 2:00PM</td>
</tr>
<tr>
<td>August 31, Monday</td>
<td>8:00AM – 4:30PM</td>
</tr>
<tr>
<td>September 1, Tuesday</td>
<td>8:00AM – 3:30PM</td>
</tr>
<tr>
<td>September 2, Wednesday</td>
<td>8:00AM – 3:30PM</td>
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</tbody>
</table>

DISTINGUISHED GUESTS REGISTRATION – CONVENTION CENTER

Staffing Requirements:

Chairman and two to four assistants.

The DG Registration Chairman will need to set up a schedule so that no one will have unduly long hours. However, during the peak periods of the convention the services of all DG Registration volunteers may be required. These volunteers are responsible to see that the room is kept clean and refreshments are in supply at all times. Beverages, ordered by the National Convention & Meetings office, will be provided each morning and each afternoon. No alcoholic beverages are to be served. The Director of National Convention & Meetings will coordinate with the Committee Chairman all purchases that may be needed to support the DG Registration area. The DG Registration area serves as the control center for all distinguished guests operations. After being picked up at the airport or upon arrival in the city, distinguished guests may arrive at the DG Registration area to pick up their registration material and enjoy local hospitality before going to their hotel room. The Distinguished Guests Registration room also serves as a hospitality room for all distinguished guests while they are in the Convention City. All members of the Distinguished Guests Committee will report for duty as directed by their chairman. Legion caps (if applicable) will be worn. Distinguished Guests Volunteers must be in Legion Uniform/business professional, to include their Legion cap, if applicable.
The DG Committee is also responsible for furnishing two (2) full time drivers for:

1. The National Commander
2. The National Adjutant

These drivers need to be identified by full name, address, date of birth and their state drivers’ license to the Director of National Convention & Meetings six months in advance of the convention. Additionally, the vehicles for these drivers will be available to each of them prior to their assumption of their duties. Each of these drivers should be available to assume their duties on the Tuesday preceding the beginning of the National Convention.

After all official trips have been made on the closing day of the convention; all vehicles will be returned per the directions provided by the National Convention & Meetings Office of The American Legion.

The Director of National Convention & Meetings will attend the upcoming Department Convention, if needed and invitation offered, prior to National Convention. At that time the Director will address any and all attendees that are interested in being a volunteer.

The Director of National Convention & Meetings will notify the Convention Corporation President of the final meeting to discuss all logistics and answer any questions. The Convention Corporation President will then notify his/her Committee Chairs of this final meeting. This meeting will take place approximately two weeks prior to convention and will preferably be held at a local American Legion Post. Only Volunteer Committee Chairman will be addressed at this time. If further time is needed with a specific volunteer committee representative, this can be arranged.

**DISTINGUISHED GUEST HOLDING AREA – CONVENTION CENTER**

Staffing requirements:

Chairman and one additional personnel
(The National Convention Commission will also provide two people to assist in this area)

The Chairman of the Distinguished Guests Committee may assign one (1) person to staff the distinguished guests holding room in the convention center on Tuesday, Wednesday, and Thursday for The American Legion’s General Sessions. The hours of operation will be 8:00AM, unless notified otherwise, until sessions conclude daily. Beverages will be ordered for this area by the National Convention & Meetings office prior to the beginning of the general sessions. The Chairman of this area should continually ensure that we have enough beverages available for our Distinguished Guests appearing at our convention. Should supplies run low, the Chairman should immediately notify the Convention & Meetings office so that more supplies may be ordered. The DG Committee in this holding area is there to welcome the various dignitaries and speakers to the convention and make sure they are ready to go to the stage when scheduled. The National Sgt.-at-Arms staff will assist these committee members in bringing the Distinguished Guests to and from the holding area and the stage.

Distinguished Guest Holding Area Volunteers must be in Legion Uniform/business professional, to include their Legion cap, if applicable.
Revised – December 4, 2019

The Director of National Convention & Meetings will attend the upcoming Department Convention, if needed and invitation offered, prior to National Convention. At that time the Director will address any and all attendees that are interested in being a volunteer.

The Director of National Convention & Meetings will notify the Convention Corporation President of the final meeting to discuss all logistics and answer any questions. The Convention Corporation President will then notify his/her Committee Chairs of this final meeting. This meeting will take place approximately two weeks prior to convention and will preferably be held at a local American Legion Post. Only Volunteer Committee Chairmen will be addressed at this time. If further time is needed with a specific volunteer committee representative, this can be arranged.
LIAISONS’ RESPONSIBILITIES

Government/Business/Provost Liaison:

Someone who has political clout not only locally, but also perhaps statewide. This person may be asked to assist with agencies such as police, fire, public works, parks & recreation, mayor’s office and airport officials. This individual should be familiar with local businesses such as retail stores, restaurants, recreational facilities, transportation companies and other businesses that could impact the convention activities. This person should work with the Director, National Convention & Meetings in convincing restaurants to remain open during convention, insuring additional cabs and buses will be available and in gaining overall support of all businesses to make delegates feel welcome.

The Director of National Convention & Meetings will attend the upcoming Department Convention, if needed and invitation offered, prior to National Convention. At that time the Director will address any and all attendees that are interested in being a volunteer.

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INFORMATION
COMMITTEE RESPONSIBILITIES

Staffing Requirements:

Chairman plus 8 committee members

Hours of Operation:

<table>
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<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>August 26, Wednesday</td>
<td>2:30PM – 4:30PM</td>
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<td>8:00AM – 3:30PM</td>
</tr>
<tr>
<td>September 2, Wednesday</td>
<td>8:00AM – 1:00PM</td>
</tr>
</tbody>
</table>

Information and Registration desks are set up in the convention center for The American Legion, the American Legion Auxiliary, Sons of The American Legion and guests. Both desks are staffed with committee members. The National Convention & Meetings Office will provide an informational binder relative to the convention. The Chairman of this committee may want to develop a map, relative to the Convention City, that could facilitate answering location questions that may arise from convention attendees. It is also recommended that information tables be set up at the airport to welcome convention attendees and to answer questions. Recommend working with the National Convention & Meetings Director to see if this is needed before proceeding.

Registration Committee will consist of four consistent Volunteers who will register, make name badges for on-site registrants and handle payment of all on-site registrations.

Information & Registration Committee Volunteers may be in Legion Uniform/business professional, to include their Legion cap, if applicable or Convention Corporation Volunteer attire.

The Director of National Convention & Meetings will attend the upcoming Department Convention, if needed and invitation offered, prior to National Convention. At that time the Director will address any and all attendees that are interested in being a volunteer.

The Director of National Convention & Meetings will notify the Convention Corporation President of the final meeting to discuss all logistics and answer any questions. The Convention Corporation President will then notify his/her Committee Chairs of this final meeting. This meeting will take place approximately two weeks prior to convention and will preferably be held at a local American Legion Post. Only Volunteer Committee Chairman will be addressed at this time. If further time is needed with a specific volunteer committee representative, this can be arranged.
MEMORIAL SERVICE
COMMITTEE RESPONSIBILITIES

Staffing Requirements:

Chairman plus 3-5 committee members

Hours of Operation:

August 30, Sunday 9:00 AM - 12:30PM

This event is under the jurisdiction of the National Chaplain. The chairman works with the Americanism Division, National Headquarters Liaison, in setting up the necessary room arrangements, providing volunteers to assist in seating for the service and assist with egress of the service. The Headquarters Liaison will advise the Chairman of specific requirements. Memorial Service Volunteers must be in Legion Uniform/business professional, to include their Legion cap, if applicable.

The Director of National Convention & Meetings will attend the upcoming Department Convention, if needed and invitation offered, prior to National Convention. At that time the Director will address any and all attendees that are interested in being a volunteer.

The Director of National Convention & Meetings will notify the Convention Corporation President of the final meeting to discuss all logistics and answer any questions. The Convention Corporation President will then notify his/her Committee Chairs of this final meeting. This meeting will take place approximately two weeks prior to convention and will preferably be held at a local American Legion Post. Only Volunteer Committee Chairman will be addressed at this time. If further time is needed with a specific volunteer committee representative, this can be arranged.
PARADE COMMITTEE RESPONSIBILITIES

Staffing Requirements:

Chairman plus 30, or more, committee members.

Hours of Operation:

August 29, Saturday  2:00PM – 4:00PM (meeting)
August 30, Sunday  9:00AM – 7:00PM (Parade at 4:00PM)

The National Organization is responsible for applying for the parade permit with the convention city and will provide a copy of this permit to the Parade Chairman. It is recommended that the Parade Chairman be a resident of the convention city, as this will facilitate the planning process significantly for the parade. Site visits of the parade route, meetings with the Police Department, Sanitation Department, Emergency Management Department, other city agencies and the National Convention & Meetings Office are much easier to conduct if the chairman is from the convention city. Several parade meetings may be necessary once the National Convention & Meetings staff moves into the host city. Having the chairman from the host city will significantly reduce Convention Corporation expenditures to have the chairman attend these meetings and will make the entire process much more efficient. People who have parade experience are absolutely essential for working in the staging and disbanding areas.

The chairman must conduct the pre-parade meeting and be able to answer questions from the Department Parade Chairmen and other participants. The meeting is held on the day prior to parade day. The Parade Chairman and the National Convention & Meetings Office (NCMO), at the conclusion of the meeting, will distribute parade vehicle “Official Car” windshield placards, rules, and maps. Representatives of the local police and fire departments should attend the parade meeting. The National Convention & Meetings Office will prepare all applicable distribution items for the parade.

The National Convention & Meetings Office, in coordination with the Parade Committee and the host city, is responsible for selecting the site of the reviewing stand. The Director of National Convention & Meetings is responsible for having the parade-reviewing stand erected. The reviewing stand should be large enough to accommodate 200 – 230 people. The Director of Convention & Meetings will coordinate the applicable amount of water/refreshments for the reviewing stand along with folding chairs to accommodate the VIPs. The reviewing stand should be tiered and appropriate VIP sections reserved for the National Commander and his party. A platform large enough to accommodate four or five persons must be set up across from the reviewing stand for the parade announcer. A public address system must be set up and tested in this area at least two hours prior to the start of the parade. The reviewing stand must be positioned so the parade participants pass from left to right.
A communication network, radios rented by the National Convention & Meetings Office, must be established between all areas of the parade committee (staging area, disbanding area, emergency services, reviewing stand announcer’s booth and the Parade Chairman). The National Convention & Meetings Office will contract the applicable emergency response team for the parade. The Parade Committee must work with the contracted emergency response team should an emergency arise.

The Parade Committee, in coordination with the National Convention & Meetings Office, must be certain all road barricades are in place as well as a trash pickup/ removal plan. Additionally, the following items are the responsibility of the Parade Chairman to order and then facilitate delivery on-site: water stations (four), bottled water (12,000 bottles), ice stations (four) and containers for ice (200-300lbs/location), port-o-lets (one along the route, five in the assembling area and disbanding area and one in Reviewing Stand area; one ADA in each of the four areas as well) and signs. Contacting a vendor who rents golf carts is also the responsibility of the Parade Chairman. The National Convention & Meetings Office will need two six-passenger golf carts and four fourpassenger golf carts (three for the Committee and one for the NCMO). Additionally, four flatbed golf carts are needed (two for Committee and two for EMT’s). Parade Chairman will facilitate all logistical aspects related to golf carts.

All contracts for the aforementioned parade items will be forwarded to the Director of National Convention & Meetings for signature and payment.

The committee is responsible for lining up all participants in the staging area in the proper sequence according to the Parade Order of March. This includes arranging and coordinating delivery of approximately three to four convertible type vehicles for a few Distinguished Guests to ride in during the parade. The first draft of the Parade Order of March will be distributed to the Parade Committee Chairman during the first week of July.

The Parade Chairman shall accompany the National Convention & Meetings Staff to the technical site visit the December preceding the convention year.

The Director of National Convention & Meetings will attend the upcoming Department Convention, if needed and invitation offered, prior to National Convention. At that time the Director will address any and all attendees that are interested in being a volunteer.

The Director of National Convention & Meetings will notify the Convention Corporation President of the final meeting to discuss all logistics and answer any questions. The Convention Corporation President will then notify his/her Committee Chairs of this final meeting. This meeting will take place approximately two weeks prior to convention and will preferably be held at a local American Legion Post. Only Volunteer Committee Chairmen will be addressed at this time. If further time is needed with a specific volunteer committee representative, this can be arranged.