

# THE AMERICAN LEGION – DEPARTMENT OF IOWA 2017 NATIONAL CONVENTION – RENO, NEVADA

## Registration Information & Form Instructions

Please read these instructions carefully before completing registration forms. Forms are available on our website at [www.ialegion.org/national\\_convention](http://www.ialegion.org/national_convention) in fillable pdf format. Registration forms are due before June 15.

### Department of Iowa Registration at National Convention

Grand Sierra Resort & Casino, Nevada 4 Room, Spa Level

- Thursday August 17 5:00 – 7:00 pm
- Friday August 18 9:00 – 11:00 am  
5:00 – 7:00 pm
- Saturday August 19 9:00 – 11:00 am

All attendees must pick up registration packets at one of the prescribed times. If you are unable to pick up your registration packet, please make arrangements for someone to pick it up on your behalf.

### Form 1 Instructions

**Form 1 is used for the following:**

- American Legion Delegate/Alternate Registration
- Sons of The American Legion (SAL) Delegate/Alternate Registration
- American Legion Guest & SAL Guest Registration
- Iowa Party Tickets
- National Commander's Banquet Tickets
- Hotel Reservations for all National Convention Attendees

**Section 1: Contact Information** – Completed for all uses of Form 1

- Please complete this section in its entirety.
- American Legion and SAL registrants should enter name as you wish it to appear on your convention badge.

**Section 2: Registration** – Completed by all American Legion Delegates/Alternates, SAL Delegates/Alternates, American Legion Guests, and SAL Guests.

- Check only one box. Use a separate form for each registration. Example 1: If you are registering with both the Legion and the SAL, complete 2 separate forms. Example 2: If you are registering with the Legion and your spouse is registering as an American Legion Guest, complete 2 separate forms. You may include all American Legion and SAL forms with one payment. Auxiliary and Shirt Order forms must be paid separately.
- Only Delegates and Alternates need to include District and Post/Squadron number.
- Auxiliary Delegates, Alternates & Guests should use Form 2 for Convention Registration.

**Section 3: Tickets**

- Iowa Party – Saturday, August 19, 6:00 pm, Grand Sierra Resort, Chrystal Ballroom, Casino Level. Tickets are \$35.00 each and includes buffet meal and entertainment. Tickets must be ordered in advance.
- National Commander's Banquet – Tuesday, August 22, in the Convention Center. Tickets are \$47.00 each. Entertainment will be provided by country music artist Neal McCoy. Tickets must be ordered in advance.

#### **Section 4: Hotel Reservations**

- All reservations must be submitted through the Department before June 15.
- Submit only one reservation request per room.
- Iowa will be housed in the Grand Sierra Resort & Casino, 2500 East Second Street, Reno, NV 89595.
- Room rate is \$95.00 + 13% tax + \$2.00 tourism tax for a total of \$109.35 per night for up to two occupants. Additional occupants are \$25.00 each + tax with a maximum room occupancy of four. Rollaway beds are available at no charge. Refrigerators are limited and available by request for medical reasons only. A limited number of smoking rooms are available by request. Room deposit of \$109.35 will be charged to your credit card when reservations are submitted to the hotel by the Department. Deposit will be refunded for any room cancelled at least 24 hours prior to scheduled arrival. A credit card will be required at check-in. Upon arrival, a refundable security and incidental fee of \$50.00 per night is required and can be authorized on any major credit card. Valet and self-parking are complimentary. Check-in time is 3:00 pm and check-out time is 11:00 am.
- You must complete *Section 5: Credit Card* of the form for all hotel reservations.

#### **Section 5: Credit Card**

- Must be completed for all hotel reservations.
- May be used for payments to The American Legion.

#### **Section 6: Payment Information**

- Complete applicable fields and submit payment with form.

## **Form 2 Instructions**

#### **Form 2 is used for the following:**

- Auxiliary Delegate/Alternate Registration
- Auxiliary Guest Registration
- Auxiliary Luncheon Tickets
- States Dinner Tickets

#### **Section A: Contact Information** – Completed for all uses of Form 2

- Please complete this section in its entirety.
- Auxiliary registrants should enter name as you wish it to appear on your convention badge.

#### **Section B: Registration** – Completed by all Auxiliary Delegates/Alternates and Auxiliary Guests.

- Check only one box. Use separate form for each registration.
- Only Delegates and Alternates need to include District and Unit.
- Indicate size for Auxiliary National Convention shirt.

#### **Section C: Tickets**

- Auxiliary Luncheon – Tuesday, August 22. Tickets are \$35.00 and must be ordered in advance.
- States Dinner – Wednesday, August 23. Tickets are \$45.00 each and must be ordered in advance.

## **National Convention Parade Shirts**

- Our new National Convention parade shirt will be in support of Nicole Clapp's campaign for National President. Use the "Standing Tall with Nicole" shirt order form to place your order.
- Shirt orders will be available for pickup at Department Convention.
- Make checks payable to: **2020 Leadership Department Fund**
- Mail Shirt Order Form and payment to: **Nicole Clapp**  
**903 Freedom Ct**  
**Lancaster, WI 53813**