

**SONS OF THE AMERICAN LEGION
BID SHEET**

DIST. NO. _____ SQUADRON NO. _____ LOCATED AT _____ MN

We submit an invitation to host the _____ of the Sons of The
(Name of Event)
American Legion, Detachment of Minnesota on _____ 20____
(Date/Dates of Event)

SIGNATURE _____ SIGNATURE _____
(Squadron Commander) (Squadron Advisor)

Family Convention/Campout is the last full weekend in June. Conferences are as follows: Spring Conference – 2nd weekend in March; Fall Conference held in conjunction with the Legion Fall Conference usually held in October.

THE FOLLOWING ITEMS SHOULD BE COMPLETED THAT APPLY TO THIS INVITATION

- ____ 1. Meeting room to seat 100 for all conferences and convention/campout.
- ____ 2. Lunch to be served at noon for all conferences.
- ____ 3. Registration fee for all conferences is not to exceed \$10.00 per person.
This \$10.00 includes lunch, registration fees includes coffee and donuts for breakfast.
- ____ 4. Head table to seat six – for conferences or convention/campout.
- ____ 5. Podium either self-standing or tabletop -for conferences or convention/campout.
- ____ 6. Public Address System - for conferences or convention/campout.
- ____ 7. Room to seat 15 for Detachment Executive Committee -conferences and convention/campout. Room for the Executive Committee to meet in.
- ____ 8. If possible, TV/DVD set-up - Internet access (Wi-Fi or cable) - Digital Projector/Screen.
- ____ 9. Is there a flagpole for convention/campout?
- ____ 10. We would serve meals at Detachment Convention/Campout if requested : ____ Yes ____ No
- ____ 11. Recreational facilities for Detachment Convention/Campout: (i.e., golf courses, swimming, fishing, lakes, etc.) Miles to these areas -costs if possible, or brochure.
- ____ 12. Facilities for campout. Explain sites, available water and electric hookups.
Must have showers and bathrooms for family members.
- ____ 13. Housing facilities such as motels, hotels, etc. Explain the distance from campground and rates. Also if handicap accessible.

[IN ABOVE ITEMS: 'Y'= Yes; 'Y*'= Additional Info on next Page; 'N'= No; 'NA'= Not Applicable]

[Please complete the following sheet as necessary]

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DIST. NO. _____ SQUADRON NO. _____ Date _____
(Name of Event)

**In the following Box
Please provide additional information (as necessary) to clarify the bid, so the
committee will be able to make an intelligent decision.**

[Please enter Item#, followed by description/explanation.]

Keep (copies) for your files