



**American Legion Auxiliary
Department of Indiana
5440 Herbert Lord Road
Indianapolis, IN 46216
317.630.1390**



2018 AUXILIARY DEPARTMENT CONVENTION (JUL 13-15, 2018) REGISTRATION AND HOUSING REQUEST FORM

All housing requests are processed on a first-come, first-served, space available basis (by date of receipt), with priority being granted to official Auxiliary delegates and alternates. If paying by credit/debit card, Registration and Housing requests may also be submitted online at www.aladeptin.org. PLEASE! Type, or print, legibly!
DEPARTMENT CONVENTION REGISTRATION AND HOUSING REQUESTS MUST BE RECEIVED BY DEPARTMENT NO LATER THAN THURSDAY JUNE 21, 2018!

A. Contact Information

Name: _____ Daytime Phone: _____

Address: _____ City, State, Zip: _____

Unit: _____ District: _____ Email: _____

NOTE: Provide Credit card data ONLY if that is your preferred method of payment

Check One: Visa _____ Master Card: _____ AMEX: _____ 3 digit code on back _____

Credit / Debit Card Number: _____ Exp. Date: _____

B. Housing Request - - - Marriott Hotel 7202 E 21st Street Indianapolis, IN 46219

Check One: _____ Single King Room (2 persons) \$128.00 per night (\$109.00 base + 17% tax)

_____ Double Queen Room (4 person) \$128.00 per night (109.00 base + 17% tax)

1st NIGHT ROOM DEPOSIT OF \$128.00 IS REQUIRED WITH REGISTRATION! DEPOSIT WILL NOT BE REFUNDED!

Arrival Date: July/_____/2018

Departure Date: July/_____/2018

Maximum occupancy in a King/Queen Room is four (4). Rollaway beds are complimentary (based on availability). Hotel Daily Parking Rate: Complimentary (Self)

SPECIAL LODGING REQUIREMENTS or REQUEST: _____

C. Department Convention Registration(s) - - - Delegate, Alternate and Guest \$25.00 each. Indicate the number in each category below, as applicable. Name badges will be printed for each pre-registered (paid) attendee. Name badges will be distributed with your Convention packet. Print names below as you wish them to appear.

NAME BADGES WILL NOT BE REPRINTED ON SITE!

Delegate \$25 each	Alternates \$25 each	Del at Large \$25 each	Guests \$25 each
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5

REGISTRANT(S) TOTAL # _____ x \$25.00 = _____

OVER

D. Auxiliary Luncheon - - - JUL 14, 2018 11:30 AM

List names below. \$25.00 each

Menu: Potato and Taco bar, cookies, coffee, tea, water

1	6	11	16
2	7	12	17
3	8	13	18
4	9	14	19
5	10	15	20

E. Auxiliary Banquet - - - JUL 14, 2018 630 PM

List names below. \$44.00 each

Menu: Buttermilk ranch chicken, mashed potatoes & gravy, corn, iceberg wedge, desserts, coffee, tea, water

1	6	11	16
2	7	12	17
3	8	13	18
4	9	14	19
5	10	15	20

REGISTRATION AND HOUSING FEES - - - Registration and housing requests **WILL NOT** be processed without full payment of applicable deposits and/or fees. Deposits and fees can be paid by check made payable to "Auxiliary Department of Indiana", or by Visa, MasterCard, Discover, or American Express credit card. **Indicate the number desired in each of the following listed categories, as applicable.**

1	1st Night Housing Deposit	\$128.00	x	_____	=	_____
2	Registration Fee(s)	\$25.00	x	_____	=	_____
3	Auxiliary Luncheon	\$25.00	x	_____	=	_____
4	Auxiliary Banquet	\$44.00	x	_____	=	_____
TOTAL DUE AND ENCLOSED						_____

F. REGISTRATION ANOUCEMENTS - - -

1. On-site Department Convention registration will take place in the hallway of Veterans 1-4, Friday, JUL 13, 2018 8 am-3 pm Saturday, JUL 14, 2018 730-9 AM
2. Department Headquarters will process your registration and housing request and issue you a confirmation receipt appoximately 30 days prior to the event. Please be sure to bring your receipt with you when you check in.
3. Luncheon and Banquest tickets, if purchased, will be included in your on-site registration packets.

This Department Convention Registration and Housing Request form **MUST** be filled out **COMPLETELY!** Failure to do so could cause processing delays, which might jeopardize your chance of receiving your desired housing. **DO NOT** contact the hotel directly to make reservations or special requests.

Department Convention Registration and Housing Requests forms **MUST** be submitted to Kathy Knafel via email, kknafel@aladeptin.org. You may also USPS mail to 5440 Herbert Lord Road, Indianapolis, IN 46216, fax to 317.237.9891, or submit online at www.aladeptin.org.

**DEADLINE FOR ALL REGISTRATION AND HOUSING REQUESTS IS THURSDAY JUN 21, 2018.
THIS DATE IS FIRM DUE TO HOTEL CONTRACTUAL AGREEMENTS, NO EXCEPTIONS CAN BE MADE!**