



# MILITARY ORDER OF THE PURPLE HEART

CHARTERED BY CONGRESS

NATIONAL HEADQUARTERS  
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Website: [www.purpleheart.org](http://www.purpleheart.org)

December 8, 2017

To: Department Commanders

Subject: Bidding Process for the July 2021 National Convention Site

Departments interested in bidding for the 2021 National Convention site (***Monday July 26 to Friday July 30, 2021 – PLUS PRE AND POST DAYS***) must submit their proposals by ***May 31, 2018*** to be considered.

The following guidance should help in the submission process:

1. The Department Commander is the only person authorized to submit a proposal for a National Convention.
2. The responsibility is to bid for a destination and not a specific location. However, the hotels considered are to be surveyed to insure adequate and appropriate lodging, meeting space, food service, and HIPPA rules to meet the needs of the disabled.
  - A. **Manpower:** Does the Department have chapters that are active and can resource up to 20 steadfast volunteers?
  - B. **Finances:** Although the Department **may possibly** receive a small grant to host the Convention, there will be other out of pocket expenses, such as printing, hospitality, entertainment, food/beverages, etc. Do the Department and/or Chapters have sufficient funds to cover interim costs as well as any overrun expenses? These will be considered before a grant is written.
  - C. **Activities:** An essential segment of the Convention is the ***Wednesday July 28, 2021 afternoon*** free-time activities. What are some of the various leisure time activities available in the area? Family Oriented?
  - D. **Foodservice:** Many of the attendees will want to dine away from the property. Is there a variety of food and beverage establishments within a short walking distance?
  - E. **Transportation:** Major Airport Access? Bus Sponsored by the State/City? Rail system as an alternative? What is the transportation means between airports [rail] to hotels? Public Transportation Availability? Uber? Lyft? We need to utilize the most cost effective approach.

3. Recommended Proposal enclosures:

- A. A letter from the Mayor and/or all City Official inviting the Convention to their City. The letter would include a brief of what the City would commit to assist the Department to hold a successful Convention.
- B. A full color brochure about the planned Hotels, the State and the City. The more information provided to the Committee the better. Remember that the Committee is comprised of the Six (6) Region Commanders who may or may not be familiar with the area.

4. Proposals that meet criteria will be given to the Time and Place Committee at the Convention for adjudication. After the Time and Place Committee vote, the National Adjutant will write the recommended Hotel(s) for a "Request for Proposal" (RFP). Interested properties will then be visited and interviewed for down select.

Under "NO" circumstances is the Department Commander or any other patriot authorized to commit to any agreement, tacit or explicit; signing any contract.

5. Submission Instructions:

- 1. Submit one copy (with all enclosures) to your Region Commander for his/her information, review, selection, and endorsement.
- 2. Submit twelve **(12) copies** of the Proposal, including all enclosures, to the National Adjutant no later than **May 31, 2018**.

Proposals that do not meet the required criteria outlined will be rejected and returned to the Department; and can rebid the following year.

6. The three attachments will help you for submission of an effective proposal.

Attachments:

- A. Annual National Convention Requirements and Hotel Planning Guidelines for July 2021 National Convention.
- B. Cover letter and Table of Contents from the Department of Virginia's successful bid for a Convention site
- C. Time and Place Committee Checklist
- D. Preliminary Schedule(s) for the 2020 Convention.



John P. Leonard III  
National Adjutant

# **ATTACHMENT “A”**

## **ANNUAL NATIONAL CONVENTION REQUIREMENTS AND HOTEL PLANNING GUIDELINES MONDAY JULY 26 TO FRIDAY JULY 30, 2021**

These guidelines are provided to assist Department Commanders in researching and nominating both the location and hotel for the 2020 National Convention.

National Conventions are the milestones of MOPH, the one annual opportunity for members to meet and decide the future course of our organization and showcase to the City and State. Not only are leaders chosen and changes to Bylaws processed, but it's often the only time that members from all over the country can socialize together and exchange details on their MOPH experiences.

It's also one of the few opportunities for members directly to voice their concerns to the leadership. That means that site selection must consider not only conditions that are conducive to orderly and effective meetings, but also offer recreational type activities within close proximity.

MOPH meets in Convention in August to conduct its annual business meeting - Please refer any enquiries to the National Adjutant.

### **1. CONVENTION GUIDELINES FOR HOST DEPARTMENT**

**NOTE:** The Department should select at least two different hotels for consideration. The National Adjutant will negotiate with the proposed facilities.

#### **Convention Book:**

The Host Department is responsible for the printing of this book and should plan to have 500 plus copies:

- You are required to retain the first 24 to 30 pages for National Headquarters. We do not pay you for this.
- You should be able to offset the printing costs and also generate additional funds for your Department through solicitation of ads from local businesses, other veteran organizations and departments, chapters, units and individuals within the Order.
- You should advertise this book in the Purple Heart Magazine; the Magazine must have your ad copy by December 1 for the January-February issue or February 1 for the March-April issue.
- We will also be happy to enclose any Convention book ad information you may wish in the monthly National Adjutant Newsletter.
- The front cover design of the Convention Book is to be approved by National Headquarters.

- You may use a design developed by previous editors or one of your own, as long as National Headquarters has approved your selection.

### **Hospitality Suite:**

This is pretty much your baby, so long as these guidelines are followed:

- 1) You may not charge for any hospitality suite items (hence the name!), although tip jars are fine (assuming there are no local laws forbidding them);
- 2) The room should be open mornings before meetings with at least coffee; donuts, bagels, juice, etc. which are greatly appreciated;
- 3) You may decide the hours you will remain open in the evenings, but the room absolutely must be closed at all times when the MOPH or LAMOPH Conventions and/or National Executive Committees are in session and during the Joint Opening, Memorial Service and Banquet.
- 5) Whether or not smoking will be permitted in the room will depend on Hotel regulations, but some hotels set up outside smoking area in close proximity that you can use.
- 6) Overall, please just remember that the more you offer in your suite (in terms of both food and beverage, entertainment, and hours), the happier the Convention attendees will be.

### **Transportation - Handicapped:**

The Department is responsible for ensuring that sufficient handicap vans are available to transport all needy Patriots to and from any outside activities, as well as to and from the airport(s).

The Department is further responsible for providing an electric scooter vendor with all pertinent information as to contact info, rental fees and contract process.

### **Transportation - Memorial Service:**

In the event the Memorial Service is held "off-property," the Department is responsible for identifying one or more local bus services that can provide vehicles to move our Patriots to and from this Service on Friday evening (weather permitting).

### **Volunteers:**

- National Headquarters will require the services of at least eight (8) local volunteers (the more, the quicker the work will go) to prepare the Convention packets and the ditty bags for the attendees.
- This work will take place on Friday/Saturday of Convention week, from 9:00 a.m. until 6:00 p.m. or until the work is completed
- On Sunday, for Early Registration from 9:00 AM to 5:00 PM, we will need the services of at least eight (8) local volunteers at one time, to assist at the registration tables. If you want to set up 4-hour shifts, you will need 16 volunteers split between an AM & PM shift.
- Registration will be handled by the office staff for the rest of the week.

- Department is solely responsibility for all expenses of Department (MOPH and MOPH-Auxiliary) Convention volunteers/workers.
- If Department wishes to have those persons present at the banquet or other paid meal events, tickets must be purchased as for any other person.
- National guarantees seating and pays meal costs only for dais guests and for all PNCs/PNPs at the luncheon.
- National will recognize all Host Department Convention volunteers/workers at the banquet.
- Please provide a complete list to the Headquarters' office not later than Wednesday of Convention week, so that we can recognize their efforts at the banquet.

### **Speakers:**

- We require one or more speakers for the Joint Opening on Monday evening.
- National will endeavor to obtain a speaker from the Department of Veterans Affairs and we also invite your Mayor and Governor to provide brief welcoming remarks.
- We always need a speaker for the banquet. We have never paid for a speaker; we generally get someone of note from the local area, and rely on the Department for **advice** on the selection. Please send in your list of suggestions to the National Adjutant, who will obtain final approval from the National Commander.
- The National Adjutant will handle letters of invitation for any national figure, but Department Commanders can issue letters to invite local personalities to their evening hospitality events, keeping HQ informed of such actions. As to whom to invite from the national level, we welcome your input.
- It frequently takes more than one invitation before we receive an acceptance and, as we cannot have more than one "keynote" speaker invitation outstanding at a given time, we try to begin issuing speaker invitations not later than early in February of the Convention year.

### **Color Guard:**

- It is the Department's responsibility to identify, invite and coordinate color guard for both the Joint Opening and Memorial ceremonies as well as the Banquet.
- You are to notify National Headquarters of the identity of the Color Guards and we will be happy to send a formal invitation if one is required.
- Space permitting, National will buy dinner for the color guards if they wish to join us for the banquet.
- Alternatively, if they wish to arrive and be fed earlier in the evening, we will also pick up the tab.

### **Entertainers:**

- It is preferable to have a singer or singers to lead the National Anthem at the Joint Opening and again at the Banquet.
- If you wish to invite a group of singers (more than two), we need to know so that space and microphone(s) can be arranged.
- If there are only one or two singers at the Banquet, we will be happy to have them remain with us for the banquet and perhaps to do an additional patriotic song or two.
- Please note that while these singers do not have to be world-class, it is preferable that they be able to carry a tune!

NOTE: If the Department wishes to arrange additional music for the banquet (e.g., a military combo to play pre-dinner music), you should keep National informed of any plans in this regard.

### **Ditty Bags:**

- National Headquarters will provide all printed materials for the Convention attendees except the Convention Book (see #1, above).
- The Department is expected to provide ditty bags, with information on local events and activities, pens, key chains, etc.
- All ditty bags and contents are the responsibility of the Department – the collection of materials as well as the preparation.
- Both the Convention bags (if available) and the ditty bags will be stuffed by the volunteers on Friday or Saturday.
- It is recommended that the Convention Program Books, Convention Bags/Portfolios and all materials for ditty bags be brought to the set-up area at the hotel Thursday evening, but must be on hand at the hotel at 8:00 a.m. on the Friday of Convention week (necessary if we have early registrations.)

### **Guests:**

- National will pay expenses (including meal costs) for any guests invited by National, as may be arranged.
- This will include guests for the banquet, as well as any other invitees of the National organization.
- As specified above, National will also provide meals for the Banquet Color Guard and the banquet national anthem singer (up to 2).
- Department is solely responsible for all guests of Department.

### **Exhibitors / Vendors:**

The Host Department controls all rules for Convention exhibitors/vendors, with the following exceptions:

- 1) Vendors under contract to National Headquarters and invited by National Headquarters may not be required to pay any fee or commission to the Department, except the actual cost of table set-up, if charged by the hotel. National vendors are to be offered the same space and services as any other vendor. National Headquarters will inform Departments of the National Vendors in advance.
- 2) Any non-sales vendors (e.g., armed forces, National Guard, veterans' administration, state veterans homes, future Convention site bidders, etc.) are to be provided space in the lobby or other public area, if available, and are to pay only actual hotel charges. In the event of space limitations, Department should work with the National Adjutant to arrange alternatives.
- 3) All other commercial vendors may be required to pay whatever fee or commission the Host Department deems appropriate (hint: don't kill the goose that lays the golden egg!) Any non-National vendors requiring space will be referred to the Department by National; Department should advise National of appropriate contact person for this activity.
- 4) No vendors are permitted to sell any items offered directly by National Headquarters and we reserve the right to refuse permission to sell or display any items that may be offensive to our membership and/or disrespectful of the Purple Heart Medal.

## **Financial Summary:**

To summarize the Department's sources of Convention revenue and materials:

- a) Convention Book ad sales (see #1 above);
- b) Donations of food, beverages, utensils, etc. for the hospitality suite, along with tip jar donations, if permitted by local law and/or hotel;
- c) Vendor fees or commissions (see #11, above).
- d) The Department has full authority to develop and sell a National Convention Pin and coin.

## **Purple Heart Magazine:**

- National Headquarters will provide Convention information in the January-February, March-April, May-June and July-August issues of the Purple Heart Magazine.
- Only the March-April and May-June issues will contain substantial materials.
- The deadline for submitting information for the March-April issue is February 1; for the May-June issue it is April 1.

## **National Adjutant's NEWSLETTER:**

- National will also circulate Convention information in the monthly National Headquarters' Newsletter as well as Email blasts to the membership.
- The deadline for materials for this publication is the last day of each month for inclusion in the following month's newsletter.

The National Commander and the National Adjutant reserve the right to edit submitted materials as needed to fit available space.

We hope the foregoing will assist you to better understand the role of the Host Department in the hosting of a National Convention and the relationship between the Department and the National offices in this activity.

Please note that only the National Adjutant shall have authority to charge any items to the National master account at the Convention Hotel.

Department is responsible for making its own arrangements, if needed, for hotel rooms for Departmental staff or for ice, service staff or any other needs of the hospitality suite or vendor areas.

## **2. CONVENTION GUIDELINES FOR HOTEL (Sunday July 25 – 31, 2021)**

A metropolitan location will be preferred, but outlying properties will also be considered. Hotel guest parking, proximity to mass transportation and availability of airport transportation will be concerns.

We will require a minimum of six (6) suites and 60 additional sleeping rooms for national officers, staff and guests, which will be on the master bill.

Dates:

- Sunday July 25 – Saturday 31, 2021 (includes dates for the National Commander’s Leadership Meeting and Regional Meetings on Saturday July 31, 2021).

Hotel:

- Single Hotel with Banquet facilities for 400, meeting rooms for 350-400 and 150-175 simultaneously.
- Handicapped-accessible, high-rise preferred to low, spread-out facility.
- Special requirements: *Due to the nature of our organization, we will require maximum rooms with roll in showers and disability rooms.*

Guest Rooms:

Approximate Sleeping Room Requirements:

Pre-Convention	3 staff	Convention - Day 3	300
Pre-Convention	50	Convention - Day 4	300
Pre-Convention	50	Convention - Day 5	300
Pre-Convention	300	Post-Convention	90
Convention - Day 1	300	Post-Convention	3 staff
Convention - Day 2	300		

Convention/Permanent requirements:

- 1) Audio/visual requirements: AV (Microphones & Speakers) requirements to be provided for all meeting rooms.
- 2) Wireless connections for HQ office and sleeping rooms.
- 3) Securable Space for Headquarters’ Office – in vicinity of Convention Center.
- 4) Display-securable space for two vendors (Minimum 42X42) in vicinity of Convention Center.
- 5) Monday through Friday. – Set up is Friday prior to Convention and Break down is the following Friday - Saturday & Sunday – with final exit and debrief on Monday morning
- 6) Storage room or closet – securable – close to Headquarters’ Office/Convention Center
- 7) The MOPH Convention Center Space will be used to set up for registration on Sunday & Monday
- 8) Display space in vicinity of meeting rooms Monday through Friday for approximately 10-15 Exhibitors - one 6-8 foot table per exhibitor.
- 9) Registration area Sunday-Monday (lobby).
- 10) Meeting room for 300-350 set **Classroom – MOPH Business Sessions – Space to include front dais & stage and three (2) back risers for IT equipment and users.**
- 11) Meeting room for 150-175 set **Classroom – MOPH Auxiliary Business Sessions – Space to include front dais & outlining tables.**
- 12) Break-out Room Requirements (6) for Regional Caucuses (Thursday & Saturday).
- 13) One break-out room should be available at all times beginning Friday - keys for only National Adjutant & Executive Assistant
- 14) Hospitality Suite – securable space – Department entertainment Center.

- 15) A keyboard owned by MOPH will be used in the meeting rooms set for 150-175 (LAMOPH).

**Foodservice:**

There will be at least five (5) meal events at the hotel:\*\*\*

Monday July 26, 2021	Light Luncheon Buffet	50+
Tuesday July 27, 2021	Plated/Buffer Breakfast	for 80+
Tuesday July 27, 2021	Plated luncheon (PNC/PNP)	for 100
Thursday July 29, 2021	Ladies Auxiliary Tea	for 125
Friday July 30, 2021	Banquet	Between 350-400

\*\*\* Count is approximate – final count given to hotel at end of registration

\*\*\* Final Banquet count will be Tuesday July 27, 2021.

**MEETING REQUIREMENTS:**

*When you're discussing the space requirements detailed below, try to achieve as much economy as possible. For example, we have listed requirements for six Region caucus meetings at six separate locations on Thursday and Saturday – could a hotel divide up a one space into six small meeting areas, semi-private, that could hold 10-15 conferees vice six separate rooms? That would save money. And could the hospitality room be used daily in the morning for one of the religious services, reducing the requirement for only one other room daily for the other service.*

**Pre-Convention: Friday July 23, 2021**

- Office Room/Storage Area – freight company will make truck delivery
- Office room – (HQ)
- Open Convention Center Space for Storage & Work Space
- Vendor Room 1, securable – Personalized Just For You – static (setup)

**Pre-Convention: Saturday July 24, 2021**

- Office room, securable – (HQ)
- Vendor Room 1, securable – Personalized Just For You – static (setup)
- Vendor Room 2, securable – static (setup)
- Exhibit Space for not less than 10 each 6-8' tables - static
- Open Convention Center Space for Storage & Work Space (assembling ditty bags and convention registration materials).

**Pre-Convention: Sunday July 25, 2021**

- Office room, securable, static – (HQ)
- Vendor Room 1, securable – Personalized Just For You – static
- Vendor Room 2, securable - static
- Exhibit Space for not less than 10 each 6-8' tables, static
- Open Convention Center Space for Storage & Work Space (assembling ditty bags and convention registration materials).
- Registration Set-Up for MOPH & LAMOPH convention attendees.

### Convention Day 1 – Monday July 26, 2021

- Office room, securable, static – (HQ)
- Registration Set-Up for MOPH & LAMOPH convention attendees.
- Vendor Room 1, securable – Personalized Just For You - static
- Vendor Room 2, securable - static
- Exhibit Space - Static
- Meeting room for **300 set Classroom – MOPH Convention Center**
- Meeting room for **150 set Classroom – LAMOPH Convention Center**
- **New Attendee Luncheon Buffet** – approximately 50 + -- Rounds
- **Joint Opening Ceremony** - Meeting room for 400 set **Theater** style.
- Hospitality room, securable room, Social Gathering Room, 50-100 people

### Convention Day 2 – Tuesday July 27, 2021

- 1 room for 20-30 early AM (6:30-8:00) for Protestant Religious Services - static
- 1 room for 20-30 evening 4:00PM for Catholic Mass – static
- Hospitality room 0630 – 0800 - static
- Office room, securable, static – (HQ)
- Registration Set-Up for MOPH & LAMOPH convention attendees.
- Vendor Room 1, securable – Personalized Just For You - static
- Vendor Room 2, securable - static
- Exhibit Space - Static
- Meeting room for 300 set Classroom – MOPH Convention Center - static
- Meeting room for 150 set Classroom – LAMOPH Convention Center - static
- Commander's Breakfast - Plated or Buffet - approximately 65+ rounds of 10.
- PNC/PNP Lunch -- Plated luncheon for 100 – Both long Tables & Rounds
- Hospitality room, static.

### Convention Day 3 – Wednesday July 28, 2021

- 1 room for 20-30 early AM (6:30-8:00) for Protestant Religious Services - static
- 1 room for 20-30 evening 4:00PM for Catholic Mass - static
- Hospitality room 0630 – 0800 - static
- Office room, securable room, static
- Vendor Room 1, securable – Personalized Just For You - static
- Vendor Room 2, securable - static
- Exhibit Space - Static
- Meeting room for 300 set Classroom – MOPH Convention Center - static
- Meeting room for 150 set Classroom – LAMOPH Convention Center - static
- Meeting room for 12-15 set **Classroom - Time & Place Committee**
- Hospitality room 0630 – 0800 - static

### Convention Day 4 – Thursday July 29, 2021

- 1 room for 20-30 early AM (6:30-8:00) for Protestant Religious Services - static
- 1 room for 20-30 evening 4:00PM for Catholic Mass - static
- Hospitality room 0630 – 0800 - static
- Office room, securable room, static
- Vendor Room 1, securable – Personalized Just For You - static

- Vendor Room 2, securable - static
- Exhibit Space - Static
- Meeting room for 300 set Classroom – MOPH Convention Center - static
- Meeting room for 150 set Classroom – LAMOPH Convention Center - static
- Caucus - 6 Meeting rooms for 50 set Auditorium style – Chairs outside of rooms
- LAMOPH Tea - Room for 150 - (Rounds of 10)
- Memorial Service -- Meeting Room for 400 -Theater – Piano

### Convention Day 5 – Friday July 30, 2021

- 1 room for 20-30 early AM (6:30-8:00) for Protestant Religious Services - static
- 1 room for 20-30 evening 4:00PM for Catholic Mass - static
- Hospitality room 0630 – 0800 - static
- Office room, securable, static
- Vendor Room 1, securable – Personalized Just For You - static
- Vendor Room 2, securable - static
- Exhibit Space - Static
- Meeting room for 300 set Classroom – MOPH Convention Center - static
- Meeting room for 150 set Classroom – LAMOPH Convention Center - static
- Reception / cash bar for 350-400
- Banquet for 350-400

### Post-Convention – Saturday July 31, 2021

- Meeting space for Mini-Leadership – new Leadership Team, Region, Department Commanders and HQ Staff (approx. 75)
- Space needed for both MOPH & MOPH Auxiliary meetings followed by Caucus rooms - 6 each Meeting rooms for 50 set Auditorium style – Chairs outside of rooms for both for both MOPH & MOPH Auxiliary.

#### NOTE:

- National Adjutant will arrive on Thursday 22<sup>nd</sup> July, 2021, to meet the freight delivery truck; National Headquarters' staff will arrive on Friday July 23<sup>rd</sup> 2021 to set up office.
- Staff will close the office on Thursday afternoon and do final packing the following Friday (July 30, 2021).
- Executive Assistant and National Adjutant will debrief on Sunday / Monday morning prior to their exit.

**This information is for planning and proposal purposes only. This outline is based on the current needs and recent history of the organization's National Convention and may change over time due to changes in the Convention plan or demographics.**

**ATTACHMENT “B”**  
**Sample Letter**

Date: 1 May 2021

From: Department of XXXX

To: Time and Place Committee  
National Headquarters  
5413-B Backlick Road  
Springfield, VA 22151-3960

Subject: 2021 National Convention

Dear Fellow Patriots,

As the elected representative of the Patriots for the Department of XXXX I am proud to extend an invitation to host the 2020 National Convention in area of XXXX, USA. I have included letters of support from the Commonwealth’s [or equivalent] elected officials with our bid proposal for the City of XXXX.

[City/Town] is more than one of the top tourist attractions in the [location] United States. It is a region steeped in military tradition and home to the world’s largest naval base and multiple operational units leading the fight on the War of Terror. The City of XXXX, USA itself is home to the first Purple Heart Medal ever issued, now housed at the MacArthur Memorial.

History runs to deep in XXXX and we feel after reviewing our submission you too will agree 20 years is to long for the convention to be away from this landmark city.

Yours in Patriotism,

Name  
Commander  
Department of \_\_\_\_\_

# Department of \_\_\_\_\_ Proposal 2020 National Convention

## Sample - Table of Contents

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ARMED FORCES

THE PURPLE HEART AND VIRGINIA

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CORPORATE DONATIONS

VISIT NORFOLK

LETTERS OF SUPPORT

MAYOR

GOVERNOR

OVERVIEW OF PROPERTIES

MARRIOTT

SHARETON

ALTERNATE LODGING

DOWNTOWN HOTELS

BED AND BREAKFAST

BASE LODGING

RECREATIONAL VEHICLES

GETTING TO HAMPTON ROADS

ARRIVING BY AIR

NORFOLD INTERNATIONAL AIRPORT (ORF)

NEWPORT NEWS – WILLIAMSBURG AIRPORT (PHF)

AIRPORT SHUTTLE SERVICES

ARRIVING BY TRAIN

ARRIVING BY GROUND (POV, BUS, RV)  
PERSONAL OWNED VEHICLE  
GREYHOUND BUS TERMINAL  
RECREATIONAL VEHICLE

TRAVEL COST MATRIX

PUBLIC TRANSPORTATION

HAMPTON ROADS TRANSIT SYSTEM

THE MAX

BRDGES, TUNNELS AND HOV

IN-AND-AROUND NORFOLK  
THE TIDE – LIGHT RAIL  
F.R.E.D (FREE RIDE EVERY DAY)  
TAXI SERVICES  
PEDICABS  
WATER TAXI  
PADDLEWHEEL FERRY  
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MUSEUMS AND HISTORICAL SITES

WEATHER



**NAME:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**TIME & PLACE COMMITTEE**  
**- COMPARISON SHEET**

No	Site Quality Description	Maximum Points	Minimum to Consider	Site 1	Site 2	Site 3	Remarks
1	Department must Bid	5	3				
2	Site 350-400 Rm/Rate	10	6				Required! Packed with 8-12 copies to National Headquarters Room Quantity Sufficient & Estimated Room Rate is <i>Reasonable</i> .
3	Site two (2) large Meeting Rooms	10	6				Near Elevators / restrooms, sleeping rooms.
4	Site six (6) Break-out Rooms	10	6				Close to convention center.
5	Site Handicap Accessible	5	3				Recommended sites support Federal ADA Guidelines for Handicap. Affordable & minimum transfers? Large carriers with competitive pricing.
6	Accessibility Air	10	6				Other means of conveyance.
7	Accessibility Ground	10	6				Internal & External: lodging rooms to convention site near / far; Department responsibility to find electric scooter vendor.
8	Mobility - Convention Site	5	3				Distance from Airport? Handicap Transport: Department responsibility to provide secure transportation to and from airport.
9	Mobility - Airport / Shuttle	5	3				Department Responsibility to Raise Revenue
10	Fin. Printing / Program	5	3				All activities: PM Tours; Side Tours; Golf; Shopping
11	Thursday Afternoon Activities	10	6				Local Eateries / Restaurants; Grocery Store
12	Food Alternatives Nearby	5	3				Coordinate HRs of Opn w/ HQs
13	Hospitality Suites / ph	5	3				External Lounge and / or Gathering areas?
14	Hospitality Extras	5	3				
	<b>Simple Majority = 51</b>	<b>100</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	

\*\*\*\*Headquarters Office:  
 - In immediate vicinity of Convention Center  
 - Best to be in some sort of closed off site (ie: behind counter)  
 - Close to Storage Area  
 - Fedex (Kinkos) within a reasonable distance to site  
 Dated: 11-26-2017

SIGNATURE: \_\_\_\_\_  
 TITLE: \_\_\_\_\_

# ATTACHMENT "C"



# Preliminary Schedules for 89<sup>th</sup> MOPH & 88<sup>th</sup> MOPH Auxiliary National Convention

In \_\_\_\_\_

Monday July 26 – Friday 30, 2021

Begins with Region VI



## MOPH

### SUNDAY, JULY 25

12:00 – 5:00 Early registration

### MONDAY, JULY 26

6.30 – 8:15 Hospitality Suite  
8:00 - 5:00 Vendors and Exhibitors  
8:00 - 6:00 National Office  
8:30 - 5:00 Registration  
9:00 - 11:30 National Finance Committee  
11:30 - 1:00 **New Attendee Lunch Buffet**  
1:30 - 3:00 National Executive Committee  
4:00 - 5:00 **Joint MOPH/LAMOPH Opening**

### TUESDAY, JULY 27

6.30 – 8:15 Hospitality Suite  
6:30 Religious Observances  
7:00 - 8:30 **NC Breakfast (Department Commanders)**  
8:00 - 6:00 National Office  
8:00 - 5:00 Vendors and Exhibitors  
8:00 - 11:30 Convention Business Session  
12:00 - 1:30 **PNC/PNP Lunch**  
1:30 - 5:30 Convention Business Session-Workshops  
5:30 Legislative Committee  
6:00 National Publications Committee  
7:00 Bylaws Committee

### WEDNESDAY, JULY 28

6.30 – 8:15 Hospitality Suite  
6:30 Religious Observances  
6:30 - 8:00 **Time and Place Committee**  
8:00 - 11:30 Convention Business Session  
8:00 - 12:00 National Office  
8:00 - 5:00 Vendors and Exhibitors  
1:00 - Local Event or Free Time

### THURSDAY, JULY 29

6.30 – 8:15 Hospitality Suite  
6:30 Religious Observances  
8:00 - 3:00 National Office  
8:00 - 3:00 Vendors and Exhibitors  
8:00 - 12:00 Convention Business Session  
1:00 - 3:00 Regional Caucuses  
4:00 - 5:00 **Memorial Service**

### FRIDAY, JULY 30

6.30 – 8:15 Hospitality Suite  
6:30 Religious Observances  
8:00 - 11:00 Convention Business Session  
11:00 - 12:30 National Executive Committee  
1:30 - 3:30 National Finance Committee  
**6:00 Reception**  
**7:00 Banquet (Suit/Tie/Black Tie)**

### SATURDAY, JULY 31

10:30 - 12:30 National Commander's Meeting  
1:30 - 3:30 Region Commander Meetings with Department Commanders.

## LAMOPH

### SUNDAY, JULY 25

12:00 – 5:00 Early registration

### MONDAY, JULY 26

6.30 – 8:15 Hospitality Suite  
8:00 - 5:00 Vendors and Exhibitors  
8:00 - 6:00 National Office  
8:30 - 5:00 Registration  
12:00 - 2:00 National Finance Committee  
2:00 - 5:00 National Executive Committee  
4:00 - 4:00 **Joint MOPH/LAMOPH Opening**

### TUESDAY, JULY 27

6.30 – 8:15 Hospitality Suite  
6:30 Religious Observances  
8:00 - 6:00 National Office  
8:00 - 5:00 Vendors and Exhibitors  
8:00 - 11:30 Convention Business Session  
12:00 - 1:30 **PNC/PNP Lunch**  
1:30 - 5:30 Convention Business Session  
6:00 National Publications Committee  
7:00 Resolutions Committee

### WEEDSDAY, JULY 28

6.30 – 8:15 Hospitality Suite  
6:30 Religious Observances  
8:00 - 12:00 Convention Business Session  
8:00 - 12:00 National Office  
8:00 - 5:00 Vendors and Exhibitors  
1:00 - Local Event or Free Time

### THURSDAY, JULY 29

6.30 – 8:15 Hospitality Suite  
6:30 Religious Observances  
8:00 - 3:00 National Office  
8:00 - 3:00 Vendors and Exhibitors  
8:00 - 11:00 Convention Business Session  
11:00 - 12:00 Regional Caucuses  
1:00 - 3:00 **LAMOPH Tea**  
4:00 - 5:00 **Memorial Service**

### FRIDAY, JULY 30

6.30 – 8:15 Hospitality Suite  
6:30 Religious Observances  
8:00 - 11:00 Convention Business Session  
11:00 - 12:30 National Executive Committee  
1:30 - 3:30 National Finance Committee  
**6:00 Reception**  
**7:00 Banquet (Suit/Tie/Black Tie)**

\*\*\*SCHEDULE IS PRELIMINARY AND SUBJECT TO CHANGE UPTO AND UNTIL THE LAST DAY OF CONVENTION\*\*\*