



**The Army, Navy & Air Force
Veterans in Canada**

**PLANNING GUIDE FOR
BIENNIAL DOMINION
CONVENTIONS**

DATED 16 SEPTEMBER 2011

TABLE OF CONTENTS

PAGE	SUBJECT
4	INTRODUCTION
4	PLANNING THE BIENNIAL DOMINION CONVENTION
4	INTERPRETATION
6	BASIC REQUIREMENTS FOR THE CONVENTION
7	HOTEL REQUIREMENTS CHECKLIST
8	UNIT CLUB ROOMS
8	STAFFING REQUIREMENTS
8	COMMITTEES
9	CONVENTION REGISTRATION
9	THE HOST COMMAND REGISTRATION COMMITTEE
10	THE HOST COMMAND COMMUNICATIONS AND ADVERTISING COMMITTEE
10	THE HOST COMMAND TRANSPORTATION COMMITTEE
11	THE HOST COMMAND MEMORIAL PARADE AND WREATH LAYING COMMITTEE
11	THE HOST COMMAND FINANCE COMMITTEE
11	FINANCIAL RESPONSIBILITIES
12	THE HOST COMMAND SPORTS COMMITTEE
12	THE HOST COMMAND ENTERTAINMENT COMMITTEE
13	THE WHIPS' COMMITTEE

PAGE	SUBJECT
13	OTHER PERSONNEL REQUIREMENTS
13	CEREMONIES, BUSINESS SESSIONS AND THE CONVENTION BANQUET
14	OTHER CONVENTION DETAIL
14	IN LIEU OF WREATHS
14	INVITING GUESTS TO THE CONVENTION
15	FUND RAISING
15	MONITORING PROCESS
16	ANNEX A THE HOTEL REQUIREMENTS CHECKLIST
19	ANNEX B DELEGATE REGISTRATION
21	ANNEX C THE CONVENTION PORTFOLIO
22	ANNEX D THE DELEGATE INFORMATION PACKAGE
24	ANNEX D APPENDIX 1 THE DELEGATE REGISTRATION AND TRAVEL INFORMATION FORM
25	ANNEX E COMMUNICATIONS AND ADVERTISING
26	ANNEX F THE MEMORIAL PARADE AND WREATH LAYING CEREMONY
30	ANNEX G DUTIES OF THE CONVENTION STAFF
32	ANNEX H THE CONVENTION PROGRAM
33	ANNEX I THE PLANNING GUIDE CHECKLIST

INTRODUCTION

ANAVETS has been holding Biennial Dominion Conventions for over 100 years and much of the strength of our association is a direct result of the opportunity afforded by those who attend to exchange ideas and cement common bonds. It is the one time, where comrades at every level and from sea to sea, gather to discuss, plan and socialize under the comradely umbrella of our proud association.

This planning guide has been produced to assist Commands and Units who contemplate bidding to host an up-coming convention. It sets out the steps required to move through the planning phase to the convention itself.

The conduct of the business of the Dominion convention requires years of careful planning to ensure that the facility, agenda and social aspects come together in a seamless fashion to ensure that all the convention objectives are met.

A successful, well conducted, convention brings favourable attention to its hosts and strengthens our fraternal relationships. The reverse applies when an incident or incidents of dissatisfaction arise to mar the conviviality of this important event. The commitment to host the Biennial Dominion Convention should only be entered into after making a careful study of its requirements. Know what you are getting into before you make the offer.

Users of this guide are encouraged to critique its content and make their comments known to Dominion Command so that it may be improved.

This guide was approved on 16 September 2011 by the ANAVETS board of directors at their meeting held in Winnipeg Manitoba.



Neil McKinnon
Dominion President
Army, Navy and Air Force Veterans in Canada

16 September 2011

PLANNING THE BIENNIAL DOMINION CONVENTION

GENERAL

1. **The Dominion convention is the supreme governing body of ANAVETS. It shall be held biennially in the months of September or October.** It shall be held in one of the provinces that has a Provincial Command. (Constitution & Bylaws Section 9.1.)
2. **Dominion Command is the authority for the conduct and management of the convention. The Host Command has the responsibility for providing the physical and human resources** necessary to allow it to function and **it falls upon the Host Unit/s to staff the committees and do much of the work.** Commands with more than one Unit in the proposed convention city may wish to consider involving all of those Units in the convention undertakings.
3. This guide defines where Dominion Command plays a role, but the delineation of duties between the Host Provincial Command and the Host Unit are not specified as these will be established by the Host Provincial Command.

INTERPRETATION

4. For the sake of the simplicity of this publication, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, in references to organizations or persons.

PLAN FIVE YEARS AHEAD OF THE PROPOSED CONVENTION

5. **Starting WELL IN ADVANCE of the 5 year count-down period,** Commands and Units proposing to host a convention must read this planning guide to ensure that they understand what is required of them.
6. The planning cycle is.
 - a. **Five Years Ahead.** Well in advance of the September/October Dominion Command board of directors meeting, the prospective Host Unit submits an application to its Provincial Command to host the convention five years later. At this board meeting, the perspective Host Command informs the board of its intention to bid (more than one Command may bid) for the next available convention. Based on information provided by the Host Command, Dominion Command then proceeds to study the costs and issues connected with the proposed location. It then prepares a spread sheet which outlines the details of each bid which will be presented at the next board meeting.

- b. **Four Years Ahead.** *A Convention Year.* At the pre-convention board of directors meeting, the proposed bids are discussed. Command bids are put to the convention floor and the winning bid is selected.
- c. **Three Years Ahead.** The plan is worked out in detail. Usually the hotel contract is signed by Dominion Command at this time.
- d. **Two Years Ahead.** *A Convention Year.* Details of the plan are given at the convention.
- e. **One Year Ahead.** The board of directors visit the convention site and fine-tune the plan.
- f. **Convention Year.** The convention is held.

BASIC REQUIREMENTS FOR THE CONVENTION

CAN WE DO IT?

- 7. Before an offer to host a Biennial Dominion Convention is made, there are four basic questions that you must answer. These are.
 - a. **Do we have a convention facility that meets the requirements?**
 - b. **Can the delegates' accommodation and transportation requirements be met from both a physical and financial point of view?** For example, is the hotel big enough and are the room rates affordable? Can delegates afford to fly, then bus or taxi, to the convention city? This requires very careful examination. If the transportation is too complicated or costly the bid may not be accepted.
 - c. In view of the above, **how much will each delegate have to pay to attend?**
 - d. **Do we have enough volunteers** who are willing to commit the time and energy needed?

This guide will assist you to answer the above questions and then it will take you through the steps to achieve a successful convention.

STEP ONE: DO WE HAVE THE FACILITIES?

8. **Convention/Hotel Specifications:** Preferably the Biennial Dominion Convention will be held in a hotel that provides both the delegate accommodation and convention facilities. It may be necessary to accommodate some delegates in nearby hotels but these should be within easy walking distance from the convention site. The convention/hotel site must be able to provide these minimum facilities.

- a. 200 hotel rooms.
- b. A convention hall that will seat;
 - (1.) 350 delegates, spouses and guests seated theatre style for the opening ceremony,
 - (2.) 225 delegates seated class room style for the convention,
 - (3.) 350 delegates, spouses and guests seated banquet style for the final banquet.
- c. Six committee rooms.
- d. The Dominion Secretary/Treasurers' office.
- e. Hospitality suites for the Dominion President and Provincial Commands.
- f. Space for the registration desks and Veterans Affairs Canada (VAC) displays.
- g. Dining facilities for delegates, particularly for breakfast and lunch, either in the hotel or at nearby restaurants.
- h. Reception facilities for both the Dominion President's luncheon for approximately 80 persons and the Minister of Veterans Affairs' reception for approximately 175 persons.

THE HOTEL REQUIREMENTS CHECKLIST.

9. As stated above, the convention must take place in September or October. The specific dates will be chosen by the Host Command and the convention hotel and will be dependent on the availability of the required facilities.

10. When the hotel is being considered under the specifications shown above, you will need to record its capability to respond to our needs. The Hotel Requirements Checklist provides a detailed list of the questions that the hotel must answer. It is customary that hotels offer, at no cost, certain facilities to the conference organizer as part of the convention package. A guide as to what facilities should be negotiated is shown at Annex A. The Host Command will include this checklist when it submits its hosting intentions to the Dominion Command board of directors meeting 5 years before the convention.

See: **Annex A – The Hotel Requirements Checklist**

UNIT CLUB ROOMS

11. **Unit Club Rooms:** Not only is the convention space important, the Host Unit must have club rooms capable of hosting delegates' sports activities and after hour's social entertainment.

STEP TWO: ARE TRANSPORTATION COSTS TO OUR CITY AVAILABLE AT A REASONABLE PRICE?

12. **Transportation Requirements:** Ask yourselves the hard question. "Can delegates from all over the country afford to get here?" Preferably the convention city should have an airport serviced by the major air carriers. Failing that, bus, limousine and taxi service to the convention city and back to the nearest airport must be available at a reasonable cost.

13. Although it is the delegates' responsibility to arrange for their transportation to the convention venue, the Host Command must provide the shuttle service between the convention site, adjacent accommodation and to and from social venues.

STAFFING REQUIREMENTS

STEP THREE: DO WE HAVE ENOUGH PEOPLE TO STAFF THE CONVENTION?

14. The Host Command will appoint a convention chairman at the beginning of the planning process.

COMMITTEES

15. The Host Command should form the following committees at some time during the process.

- a. **The Registration Committee.**
- b. **The Communications and Advertising Committee.**
- c. **The Transportation Committee.**

- d. **The Memorial Parade and Wreath Laying Committee.**
- e. **The Finance Committee.**
- f. **The Sports Committee.**
- g. **The Entertainment Committee.**

CONVENTION REGISTRATION

16. **The Dominion Command Credentials Committee** is responsible for establishing each Provincial Command's delegate entitlement.
17. In conjunction with the Host Command, Dominion Command will set the registration fee at the board of directors meeting held the year before the convention. At this time, the banquet menu and cost per plate will be established.

THE HOST COMMAND REGISTRATION COMMITTEE

18. The Host Command Registration Committee is responsible for the registration of delegates. It will supply the necessary personnel and equipment to run the registration desks.
19. The Registration Committee should be formed early in the planning process. It will.
- a. Prepare the delegate convention portfolio including delegate badges and ribbons.
 - b. Produce signage for the registration desks.
 - c. Recruit the necessary staff to operate the registration desks.
 - d. Produce and send the Delegate Information Package to Commands and Units.

See: **Annex B - Delegate Registration.**

Annex C - The Convention Portfolio.

Annex D – The Delegate Information Package

Appendix 1 to Annex D – The Delegate Registration and Travel Information Sheet

THE HOST COMMAND COMMUNICATIONS AND ADVERTISING COMMITTEE

20. The Communications and Advertising Committee, in conjunction with the Dominion Command Public Relations and Publicity Committee, is responsible for ensuring that the media is advised and encouraged to give maximum coverage to the convention. Particular attention should be focused on the wreath laying ceremony. This committee is also responsible for the production of the convention brochure.

See: **Annex E - Communications and Advertising.**

THE HOST COMMAND TRANSPORTATION COMMITTEE

21. The Host Command should form the Transportation Committee at least three years before the convention so that it may carefully study the requirement and draw up the transportation plan.

22. The transportation plan should include.

- a. The suggested means of arriving at and departing from the convention city. This might include bus/limousine/taxi options from the nearest airport to the city.
- b. The suggested means by which delegates schedule their arrival and departure so that transport arrangements may be maximized.
- c. The hours of operation, number of vehicles and volunteer drivers required to operate the inter-city shuttle service.
- d. The name of the convention transportation coordinator who resolves transport problems during the convention. Ensure that this person's name and telephone number are widely known at convention.

23. Delegates are responsible for their transportation from their homes to the convention site. The delegates' Provincial Command may coordinate and organize group transportation to respond to this requirement. Visiting Commands are encouraged to coordinate their needs with the Host Command in order to arrive at the most economical method of transport.

24. If the Host Command offers a shuttle service from the airport to the convention site, this service should be planned and advertised well in advance of the convention (6 months) so that delegates may make the necessary preparations to use that service.

25. A major task of the Transportation Committee is to plan, formulate and manage the shuttle service for the inter-city movement of delegates between their accommodation, the convention and social venues.

THE HOST COMMAND MEMORIAL PARADE AND WREATH LAYING COMMITTEE

26. The Host Command Memorial Parade and Wreath Laying Ceremony Committee is responsible for all aspects of these important ceremonies.

See **Annex F - The Memorial Parade and Wreath Laying Ceremony**

THE HOST COMMAND FINANCE COMMITTEE

27. The Host Command Finance Committee will oversee all financial matters pertaining to Host Command costs for the convention. It will make recommendations to the Dominion Command board of directors as to the amount of the stipend paid to the convention staff.

28. Dominion Command is not responsible for any contracts entered into by the Host Command.

FINANCIAL RESPONSIBILITIES

29. **Dominion Command** will pay for.

- a. Convention audio visual equipment.
- b. Transportation, accommodation, per diem and registration fees for the Dominion Command board of directors.
- c. The Dominion Command President's luncheon.
- d. Banquet tickets for Dominion Command's guests and escorts.
- e. Per diem for the sergeant-at-arms and stipends for the padre, pipe band, piper and bugler.
- f. First aid services.
- g. Equipment rental for the Dominion Command office.
- h. Printing costs, office supplies and courier services used by the Dominion Command office.
- i. Any pre-convention meetings directed by the Dominion President.

30. **The Host Command** will pay for.
- a. The convention portfolio including badges, ribbons and gifts.
 - b. The convention brochure.
 - c. Transportation of delegates between convention sites and social venues.
 - d. All wreaths used at the wreath laying ceremony. Dominion Command will provide the correct wording that is to be placed on the ribbon of each wreath.
 - e. Rooms rented by the Host Command.
 - f. Hospitality costs incurred by the Host Command.
 - g. Equipment rented by the Host Command.
 - h. The convention banquet including entertainment costs and wine for the head and reserved tables.
 - i. Flowers presented to dignitaries. (Optional)
 - j. The prizes for the sports afternoon events.

THE HOST COMMAND SPORTS COMMITTEE

31. The Host Command Sports Committee will organize the events and prizes for the sports afternoon. The prizes will be given out during the awards session on Wednesday afternoon.

THE HOST COMMAND ENTERTAINMENT COMMITTEE

32. The Host Command Entertainment Committee will:
- a. Plan and conduct the excursions for spouses and guests.
 - b. Arrange for the transportation required for the above.
 - c. Determine the costs associated with the above.
 - d. Arrange the entertainment, if any, at the;
 - (1.) Unit open house,
 - (2.) Banquet.

THE WHIPS' COMMITTEE

33. Although not a committee in the same sense as the above, the Convention Whips' Committee has the responsibility of determining who each Command will nominate for the positions of Dominion President and Dominion Vice-Presidents. The Host Command whip chairs this committee and is responsible for arranging all its meetings.

OTHER PERSONNEL REQUIREMENTS

34. **The Host Command** is responsible for providing the following personnel.

- a. The convention sergeant-at-arms.
- b. The convention padre.
- c. The pipe band. (If available)
- d. The piper.
- e. The bugler.
- f. The pianist/musician/vocalist. (Optional)
- g. The first aid attendants.
- h. The PA system technician.
- i. The convention events photographer.
- j. The regalia sales person.

The duties of the above are found at **Annex G - Duties of The Convention Staff**

CEREMONIES, BUSINESS SESSIONS AND THE CONVENTION BANQUET

35. Biennial Dominion Conventions follow a fixed program of events.

See **Annex H - The Convention Program**.

36. **Dominion Command** is responsible for the conduct of.

- a. The opening ceremony.
- b. All business sessions.
- c. The Dominion President's luncheon

- d. The closing ceremony.
 - e. The convention banquet.
37. **The Host Command** is responsible for social activities held in support of the convention.

OTHER CONVENTION DETAIL

IN LIEU OF WREATHS

38. The Host Command will select a suitable charity, preferably associated with providing services to Veterans, to receive the *In Lieu of Wreaths* donation. These funds will be collected from Host and Visiting Commands, Units and Ladies Auxiliaries in lieu of the cost of wreaths that would have been deposited at the wreath laying ceremony. Dominion Command will be notified of name of the charity and the person who is appointed to receive the cheque, on behalf of that charity, at least one month prior to the convention.

INVITING GUESTS TO THE CONVENTION

39. Guests may be invited as follows.
- a. **Dominion Command** will invite the Minister and Deputy Minister of Veterans Affairs, the Chief of the Defence Staff and other individuals who will be making presentations or delivering fraternal greetings to the convention.
 - b. **The Host Command** will invite the distinguished guest who will take the salute at the memorial parade and officially open the convention. The Lieutenant Governor of the Province usually fulfils this function. He will also be invited to address the convention as a part of his duty to open the convention. Consideration must be made to provide for a suitable area for the distinguished guest and his spouse to rest and refresh themselves between the parade and the opening ceremony. Should the Lieutenant Governor not be able to attend, then the Host Command must find a suitable replacement. The Host Command is also responsible for inviting;
 - (1.) The Provincial Premier,
 - (2.) The local Federal Member of Parliament,
 - (3.) The local Provincial Member of Parliament,
 - (4.) The Mayor,
 - (5.) Other local dignitaries. It is suggested that Dominion Command be consulted concerning these invitations.

40. The dignitaries invited to our convention have extremely full calendars but they usually do not accept invitations before a certain time in advance of the event. It is suggested that invitations to the dignitaries be issued 9 to 6 months prior to the convention. It might be useful to make an informal inquiry of the dignitary's office to obtain the date when invitations will be accepted.

41. Commands issuing invitations are responsible for the costs of their guests.

FUND RAISING

42. The cost of hosting a Dominion convention is quite high. At various times in the years leading up to the convention many Commands and Units organise fund raising events to help offset those costs. It is suggested that the Host Command and all of its Units consider this as a means of deferring the expenses associated with their hosting commitments.

MONITORING PROGRESS

43. The Host Command should monitor the planning progress of the convention by using the checklist at Annex I.

See: **Annex I – The Dominion Convention Planning Guide Checklist**

Annexes:

- A. The Hotel Requirements Checklist
- B. Delegate Registration
- C. The Convention Portfolio
- D. The Delegate Information Package
 - Appendix 1. The Delegate Registration and Travel Information Form
- E. Communications and Advertising
- F. The Memorial Parade and Wreath Laying Ceremony
- G. Duties of the Convention Staff
- H. The Convention Program
- I. The Dominion Convention Planning Guide Checklist

THE HOTEL REQUIREMENTS CHECKLIST**GENERAL**

1. The Dominion convention requires a hotel that is able to handle our requirements at a modest price. Listed below are those requirements as well as concessions that we expect the hotel to offer if we are to accept their bid.
2. At the beginning of the planning cycle, when you visit the hotel, have the staff confirm that they are able to provide the required facilities by answering the questions listed below. They will also indicate the rental rates and those concessions they are willing to provide, at no cost, as part of the convention package.

THE YEAR PRIOR TO THE CONVENTION

3. The year prior to the convention, the **Dominion Command board of directors consisting of 19 members** will convene in the hotel for a meeting that requires accommodation for 3 nights.

Give the cost for rooms and suites: Room costs; _____
 Suite costs; _____

4. The board must have a meeting room for its 19 members seated at tables in hollow square. There will be approximately another 5 observers seated at an adjacent table.

This room will be provided at no cost: *Check here to confirm hotel's agreement.*

CONVENTION YEAR

5. The bulk of delegates will arrive on Saturday _____ (Date) and depart Thursday _____ (Date).

Two Dominion Command staff and one or two board members will arrive on the Wednesday preceding on _____ (Date) and depart following the convention on Friday _____ (Date).

CONVENTION SPACE REQUIREMENTS

ROOM REQUIREMENTS	COST	INCLUDED AT NO COST <input checked="" type="checkbox"/>
175-200 hotel rooms for delegates and guests. If necessary an adjacent hotel may also be used to meet the required number of rooms. Provide cost of rooms.	Room: \$ _____ Suite: \$ _____	
(Sunday) Conference Room for 350 persons , theatre style, for the opening ceremony with a raised dais for 20 persons .	\$ _____	<input type="checkbox"/>
(Sunday) Reception Room for 175 persons , reception style, for the Minister of Veterans Affairs reception after the opening ceremony.	\$ _____	<input type="checkbox"/>
(Mon-Wed) Conference Room for 225 persons , classroom style, for the plenary sessions with a raised dais for 10 persons .	\$ _____	<input type="checkbox"/>
(Mon, 11:00 to 13:30) Reception Room for 80 persons , seated at rounds of eight, for the Dominion President's luncheon.	\$ _____	<input type="checkbox"/>
(Sun-Wed) Six Auxiliary Rooms for 75, 50, 40, 20, 15 and 15 persons , theatre style, for caucus rooms and committee meetings.	\$ _____	<input type="checkbox"/>
(Wed evening) Dining Room for 350 persons , seated at rounds of eight plus a raised head table for 20 persons , for the convention banquet.	\$ _____	<input type="checkbox"/>
(Thurs-Thurs) Dominion Command Office for the duration of, two days prior to and one day after, the convention.	\$ _____	<input type="checkbox"/>

6. In addition to the space requirements, Dominion Command expects the following concessions to any signed contract for the convention. *Have the hotel to check off the concessions that they are willing to provide so that we can weigh their competitiveness with other hotels/locations.*

CONTRACT CONCESSIONS

Complimentary presidential suite for Dominion President for duration of his stay.	<input type="checkbox"/>
Complimentary convention room spaces. Give details.	<input type="checkbox"/>
One free room night credit for every 50 room nights sold.	<input type="checkbox"/>
Complimentary parking for those delegates who drive to the convention city.	<input type="checkbox"/>

7. *Should the Hotel wish to discuss these requirements, have them call the Dominion Command Office at 613-744-0222.*

(Name of Hotel)

(Signature by authorized agent)

(Date)

DELEGATE REGISTRATION

General:

1. The delegates' first impression of how the convention will be run is formed at the registration desks. So the words, "Organized, Helpful, Friendly" point to the way the registration process should be managed.

Organization:

2. With ANAVETS' seven Provincial Commands, it is suggested that the Registration Committee establish a minimum of four registration desks. Large Commands will have individual desks, whereas the small Commands will be accommodated at shared desks.
3. It is suggested that the Host Command provide two members for each desk.
4. Registration desks should be open as follows.
 - a. 12:00 to 20:00 hrs on Saturday. Note: Replacement staff will be needed as this is an eight hour period.
 - b. 08:00 to 12:00 hrs on Sunday.

Equipment:

5. Each registration desk will be provided with.
 - a. A sign indicating the Command registering at that desk.
 - b. A nominal role of the delegates registered to attend the convention from the appropriate Command.
 - c. A convention portfolio for each delegate.
 - d. Tickets for the banquet. It is customary that delegates be given a choice of two options for dinner and these are issued on registering. Besides clearly stating the meal option (e.g. Roast Beef) the tickets should be printed with different colours for each option. It is essential that records of the choices be kept so that the banquet staff may prepare the correct numbers. Additional tickets must be available to be sold to those delegates who will be bringing guests to the banquet.

- e. Tickets for spouses' and guests' entertainment should be sold on registration, possibly at a separate desk.
6. Commands' fraternal delegates will be registered at the appropriate Command desk.
 7. Dominion Command will establish the registration procedures for the Dominion Command board of directors and Dominion guests.

Duties:

8. Those manning the registration desks will.
 - a. Confirm the delegate's credentials to ensure that they are bona fide delegates.
 - b. Record the registration of the delegate on the appropriate nominal roll.
 - c. Give the delegate his convention portfolio ensuring that the correct name tag and ribbon is included.
 - d. Sell the spouses' and guests' banquet tickets.
 - e. Record the sale, and menu choice of all of banquet tickets.
 - f. Have knowledge of the convention hotel and other pertinent local information so as to be able to respond to delegates' questions.
9. At the conclusion of registration, each desk will submit the list of registered delegates to the Host Command Registration Committee Chairman who will report those figures to the Dominion Command Credentials Committee Chairman.
10. The Host Command will appoint a person to operate the regalia shop established in the registration area. Dominion Command will provide the cash float.

THE CONVENTION PORTFOLIO

1. The Host Command Registration Committee is responsible for producing the convention portfolio.
2. Each delegate and official guest will receive a convention portfolio. The portfolio, a briefcase of some form, will contain the following.
 - a. The convention brochure.
 - b. Name tags and ribbons.
 - c. Banquet tickets.
 - d. Other convention material.
 - e. Local brochures and items of interest.
3. Care must be taken to avoid including any item or material that may be considered offensive to some recipients.
4. The proposed contents of the portfolio must be approved by Dominion Command.

THE DELEGATE INFORMATION PACKAGE

1. **Not later than February of the convention year**, the Host Command will send an information package to all Commands and Units which gives details of the convention to delegates. **The package should be sent by e-mail** to allow for speedy dissemination to all.
2. As some Units do not have e-mail, it is the responsibility of all Commands to ensure that all of their Units receive the information package by the fastest possible means. Units are responsible for insuring that all of their delegates receive the package.
3. The package should contain.
 - a. A covering letter clearly stating the last day that replies will be received to the various questions asked of Commands, Units and delegates. The suggested date is about three months before the convention.
 - b. The Delegate Registration and Travel Information Form that is to be completed by all delegates and returned to the Host Command. The form should be amended as required.

See **Appendix 1 to Annex D - The Delegate Registration and Travel Information Form**

 - c. A brief schedule of events.
 - d. Air and ground transport information with booking telephone numbers and e-mail addresses.
 - e. Details of the convention hotel, giving room options, the prices and taxes and advising delegates of their responsibility to make their reservations directly with the hotel. Include the cut-off date for reservations and the contact phone number as well as a reminder that the delegates identify themselves as ANAVETS members.
 - f. Registration details giving the dates and times of registration as well as the delegate registration cost. Include the cost of the banquet.
 - g. The menu choices for the banquet and the cost for guest meal tickets.
 - h. Details of the convention brochure, giving the price of the advertisements, to whom the cheques should be made out and the final date for acceptance of entries.

- i. Requests for names for the Honour Roll list of those members who have passed away since the previous convention.
- j. The *In Lieu of Wreaths Fund* details. Give the payment details
- k. An invitation to bring all Command and Unit flags for the memorial parade. Both the Canadian Flag and ANAVETS Colours should be on parade.

THE DELEGATE REGISTRATION AND TRAVEL INFORMATION FORM

This form must be completed by all delegates and returned to the Host

Command by: _____ (Date)

REGISTRATION INFORMATION

Name _____ Card No: _____ Membership Type: _____

Address: _____

Command: _____ Unit No: _____

Guest's Name: _____

AIR TRAVEL INFORMATION

Date of Arrival: _____ Time: _____ Carrier: _____ Flight No: _____

Date of Departure; _____ Time: _____ Carrier: _____ Flight No: _____

GROUND TRAVEL INFORMATION, IF APPLICABLE

Date of Arrival: _____ Time: _____ Method of Transport: _____

Date of Departure: _____ Time: _____ Method of Transport: _____

Do you have any special needs? Yes No

If yes, please explain: _____

RETURN TO:

Give the postal and e-mail address where this form is to be sent.

COMMUNICATIONS AND ADVERTISING

1. **Publicity:** Every effort must be made to encourage the media to cover the convention so that the local community is made aware that ANAVETS delegates from across the country are in the city for their biennial convention. **A media advisory package** should be prepared giving the pertinent details of the convention and ANAVETS history. – We are Canada’s oldest Veterans association etc.
2. The memorial parade and wreath laying ceremony are the most photogenic events of the convention.
3. Give consideration to advising the public of the recipient of the *In Lieu of Wreaths* presentation by inviting the media to cover the presentation.
4. Arrange for the media to interview the Dominion and Host Command Presidents.
5. **The Convention Brochure:** The Convention and Advertising Committee is responsible for producing the convention brochure. The following guide lines are offered.
 - a. Select the printer who will produce the brochure.
 - b. Set the advertising rates.
 - c. Set the deadline for when articles/photographs are to be submitted.
 - d. Seek out advertisers in the host city and elsewhere.
 - e. Communicate with other Provincial Commands and Units to obtain their photographs and advertisements.
 - f. Reserve pages, at no charge, for Dominion Command to provide;
 - (1.) Greetings from the Governor General,
 - (2.) Greetings from the Prime Minister,
 - (3.) Greetings from the Minister of Veterans Affairs,
 - (4.) Greetings from the Dominion President,
 - (5.) The Honour Roll,
 - (6.) The convention program.

THE MEMORIAL PARADE AND WREATH LAYING CEREMONY

GENERAL

1. Appropriately, the memorial parade and wreath laying ceremony are the first events of the convention and because they are held out of doors and at the city cenotaph they are the most visible events of the convention. They present a wonderful opportunity for our delegates to be seen by the public and covered by the media. Added to the fact that they are attended by prominent dignitaries, it is essential that they be well planned and faultlessly carried out.

THE PARADE AND WREATH LAYING

2. All delegates, who are physically able, are expected to be on parade. The Host Command is responsible for the parade and wreath laying ceremony which should follow this format.

- a. **Delegates fall in** at the convention site. The Dominion Command officers and **Provincial Command Presidents*** should fall in as a separate detachment on the right of the line. Buses should be provided for those who are not able to march and for spouses and guests. If the cenotaph is beyond marching distance, buses will be needed for all delegates, spouses and guests. *** To be confirmed.**
- b. **March on the Colours.** All Commands and Units are invited to carry both their Canadian Flag and Command or Unit Colour in the Colour Party. The pipe band should play *The Maple Leaf Forever* when the Colours are marched on.
- c. **March to the cenotaph.**
- d. **Halt. Turn facing the cenotaph and dress.**
- e. **Arrival of the guest of honour.** He is met by the Dominion President who directs him to the position for the salute. For the Lieutenant Governor, the parade commander gives the command, "Vice Regal Salute, Salute." and the pipe band plays the first four bars of *Mallorca* followed by the first two bars of *O Canada*. If some other person is the guest of honour, the command is, "General Salute, Salute." and the pipe band plays eight bars of *The Maple Leaf Forever*.

Note: Other VIPs who are waiting at the arrival point may be introduced to the guest of honour before the salute.

- f. **The guest of honour is invited to inspect the parade.** He should inspect the front rank only.
 - g. **After the inspection the guest of honour, accompanied by the Dominion President and other VIPs, moves to the front of the cenotaph.**
 - h. ***O Canada*** is played. (This usually taped music.)
 - i. **The convention padre delivers the prayers.**
 - j. **The *Last Post* is played, the Silence, (two minutes) the *Rouse*, then the *Lament*.**
 - k. **Wreaths are laid** in this sequence;
 - (1.) Guest of Honour,
 - (2.) Federal Government representative, (Minister of Veterans Affairs)
 - (3.) National Defence representative,
 - (4.) Provincial Government representative,
 - (5.) Municipal representative,
 - (6.) Dominion President,
 - (7.) Others.
- Note: Cadets will pick up the wreath from the wreath collection area and march forward to the person laying the wreath. They will move forward together to the base of the cenotaph where the wreath is handed to the VIP. Once the wreath is deposited and the VIP steps back, the cadet salutes, the VIP salutes or bows his head and then both return to their original positions.
- l. **The padre delivers the benediction.**
 - m. ***God Save the Queen*** is played. (This is usually taped music.)
 - n. **The guest of honour, accompanied by the Dominion President and the other VIPs, moves to the saluting base.**
 - o. **The march past. Halt. March off the Colours. - *The Maple Leaf Forever* is played. Parade Dismiss.**
 - p. **The convention photograph is taken.**
 - q. **Buses** pick up those needing transport back to the hotel.

LOGISTICS

3. The Host Command is responsible for the following.
 - a. Inviting provincial guests. See page 14 paragraph 39. b. above.
 - b. Obtaining the city's approval to use the cenotaph.
 - c. Arranging for traffic control.
 - d. Ordering the wreaths. Consult Dominion Command to obtain the correct wording on the ribbon of each wreath.
 - e. Appointing a member to ensure the wreaths are delivered to the cenotaph at the correct time.
 - f. Establishing the procedure for the wreaths to be handed over to the individual who will be laying it. It is suggested that Cadets be obtained and briefed on the procedure, to carry out this task.
 - g. Ordering the PA system, with the microphone used by the padre and being capable of playing a CD that contains;
 - (1.) The Vice-Regal Salute, and the General Salute.
 - (2.) *O Canada,*
 - (3.) *The Last Post,*
 - (4.) *The Rouse,*
 - (5.) *God Save the Queen.*

The CD will be used as a back-up should the pipe band, piper or bugler fail to report for duty. The technician must know where each piece of music is located on the CD so that the correct music is played at the correct time. Note that the *Lament* will not be played in the recorded form.

- h. Arranging for;
 - (1.) The sergeant-at-arms,
 - (2.) The padre,
 - (3.) The pipe band ,
 - (4.) The piper,
 - (5.) The bugler,
 - (6.) The first aid staff.

- i. Obtaining the saluting base for the march past. It should be;
 - (1.) In the immediate vicinity of the cenotaph,
 - (2.) Located on the right side of the line of march and not obstructed by parked cars.
 - (3.) Capable of holding both the distinguished guest and the Dominion President. Other VIPs should align themselves behind and on both sides of the saluting base.

- j. Providing the bus transport to and from the cenotaph as required.

- k. Providing the transportation for the distinguished guest and VIPs if required.

- l. Hiring a photographer and selecting a suitable location for the convention photograph.

- m. Arranging with the city to remove the wreaths after the service. Depending on the weather and city regulations, an appropriate time might be on the day following the end of the convention.

DUTIES OF THE CONVENTION STAFF

1. **The Convention Sergeant-at-Arms** serves at the call of the Dominion President. He will.
 - a. Be responsible for the good order and discipline of the delegates.
 - b. Organize the memorial parade including the Colour Party and pipe band.
 - c. Assemble the Colour Party for the opening and closing ceremonies. It is suggested that Cadets be obtained to perform this task.
 - d. Arrange the flag stands in the convention hall. Dominion Command will establish the correct protocol for the positioning of the flags. Flags displayed are:
 - (1.) Canada,
 - (2.) USA,
 - (3.) United Nations,
 - (4.) ANAVETS,
 - (5.) The thirteen provincial and territorial flags.
 - e. Under the direction of the Dominion Secretary/Treasurer, assemble and march on the dignitaries, Dominion Command officers and invited guests to the platform for the opening ceremony, and to the head table for the final banquet.
 - f. Command the Colour Party at the opening and closing ceremonies.
 - g. Maintain post at the convention hall entrance to ensure that only persons duly entitled to attend are allowed to enter.
 - h. March on the newly elected Dominion Command officers.
2. **The Convention Padre** will deliver.
 - a. The prayers at the wreath laying ceremony.
 - b. The blessings at the opening and closing ceremonies.
 - c. The grace at the Dominion President's luncheon and the banquet.

3. **The Pipe Band** will play for the memorial parade and wreath laying ceremony. The pipe band should be able to play the Vice-Regal Salute and both the band and the piper should be able to play the ANAVETS march, *The Maple Leaf Forever*. The pipe band should play *The Maple Leaf Forever* as the parade approaches the saluting base.
4. **The Piper** will play the *Lament* at the wreath laying ceremony and the opening ceremony. He will pipe in the platform party, to the tune of *The Maple Leaf Forever*, for the opening ceremony and the head table at the banquet. At the banquet he will report to the Dominion President to partake in the *Piper's Toast*.
5. **The Bugler** will play the *Last Post* and the *Rouse* at the wreath laying ceremony and the opening ceremony.
6. **The Pianist/Musician/Vocalist** will play or sing *O Canada* at the opening ceremony and *God Save the Queen* at the closing ceremony.
7. **The First Aid Attendants** must be present at all functions of the convention including the memorial parade and banquet. They must be equipped with a defibrillator.
8. **The Audio Visual Technician** will be a non-delegate volunteer from the Host Command who will report to the Dominion Secretary/Treasurer. He will.
 - a. Have a basic knowledge of sound system operations and be briefed on operating the system by the system provider.
 - b. Operate the sound system during the wreath laying, the opening and closing ceremonies, all business sessions and the banquet.
 - c. Have in his possession a CD containing the music for the anthems and music that will be provided by Dominion Command both for the wreath laying and the opening and closing ceremonies. Know where each piece of music is on the CD so that the correct music will be played as needed.
9. **The Convention Events Photographer** will be a non-delegate volunteer from the Host Command who will take photos during all convention events. He will take his instructions from the Dominion Secretary/Treasurer. He should provide his own camera which should have a high resolution capability of at least one megabyte. Note that the Host Command will hire a professional photographer to take the convention group photo.
10. **The Regalia Sales Person** is responsible for the safekeeping and sales of regalia that are sold in conjunction with the convention. He will report to the Dominion Secretary/Treasurer.

THE CONVENTION PROGRAM

The convention follows this program.

1. Saturday

12:00 to 20:00	Registration.
17:00	Open house at the Host Unit.
As directed	Pre-convention board of directors meeting.
2. Sunday

08:00 to 12:00	Registration continues.
09:00 to 13:00	Standing committee meetings.
13:30/14:30*	Memorial parade, wreath laying ceremony and photograph.
17:00	Opening ceremony.
20:00	Minister of Veterans Affairs reception (by invitation.)

* These timings will vary depending on the distance to the cenotaph.
3. Monday

09:00 to 11:30	Business session.
11:30 to 13:30	Dominion President's luncheon (by invitation.)
13:30 to 16:30	Business session.
18:00	Open house at the Host Unit.
4. Tuesday

09:00 to 13:00	Business session.
13:15 to 17:00	Sports afternoon. If there is only one spouses' event, it usually takes place at this time.
17:00	Open house at the Host Unit.
5. Wednesday

09:00 to 12:00	Business session – Election of officers.
13:00 to 16:00	Awards and installation of officers.
16:30	Post-convention board of directors meeting.
18:00 for 19:00	Closing banquet.

6. It is customary for the Host Unit to offer some form of entertainment for the delegates' spouses and convention guests. This usually takes the form of a visit to a cultural, historic or entertainment venue. Those attending will pay for any costs associated with this activity. The Host Command may organize as many events as is practical.

THE DOMINION COVENTION PLANNING GUIDE - CHECKLIST

This checklist is designed to help planners to stay on track as they work through the planning cycle for Dominion conventions. Tick off actions when completed.

- Convention Chairman appointed. _____ (Name)

THE FOUR QUESTIONS

- Convention facility meets requirement.
- Hotel Requirements Checklist is completed.
- Unit club rooms with adequate sports facilities are available.
- Transportation to the convention city is workable.
- Total costs for delegates are affordable.
- Volunteers needed to host the convention are on hand.

STAFFING - COMMITTEES

- Registration Committee is formed. Chairman _____ (Name)
- Communications and Advertising Committee is formed. Chairman* _____
- Transportation Committee is formed. Chairman _____
- Memorial Parade and Wreath Laying Committee is formed. Chairman _____
- Finance Committee is formed. Chairman _____
- Sports Committee is formed. Chairman _____
- Spouses' and Guests Entertainment Committee is formed. Chairman _____

APPROVALS

- Outline of available transportation means is prepared. It includes air and ground transport for delegates and inter-city shuttle service.
- Hosting bid is prepared by the Host Unit for presentation to Provincial Command.
- Bid is accepted by Provincial Command and brought to the Dominion Command board of directors.

COMMITTEE CHECKLISTS**Registration Committee**

- Convention portfolio is put together and its contents are approved by Dominion Command.
- Registration desk staff is assembled and briefed.
- Signage for desks is prepared.
- Nominal role of delegates, by Command, is sent to Dominion Command.
- Banquet tickets are printed. (Two choices/two colours.)
- Delegate Information Package is prepared and sent to Commands.
- Regalia sales person is appointed. _____ (Name)

Communications and Advertising Committee

- Communication plan is established with the Dominion Command Public Relations and Publicity Committee.
- Printer is selected to produce the convention brochure.
- Advertising rates are set for the brochure.
- Commands are invited to submit their items for the brochure.

- Brochure is printed.
- Media advisory is prepared and distributed.

Transportation Committee

- Airlines information is collected.
- Bus, limousine and taxi information is collected.
- Shuttle schedule is set out.
- Shuttle drivers are appointed.
- Shuttle vehicles are obtained.
- Convention transportation coordinator is appointed. _____ (Name)
- Transportation plan is completed.
- Transportation plan is passed to Commands.

Memorial Parade and Wreath Laying Committee

- Permission to use the Cenotaph is received from city and date for the removal of the wreaths is confirmed.
- Invitations that are the responsibility of the Host Command are sent to those distinguished guests.
- Parade personnel are appointed including the:
 - Sergeant-at-Arms _____ (Name)
 - Padre _____
 - Pipe Band _____
 - Piper _____
 - Bugler _____
 - First aid staff _____
- Correct wording for the wreaths' ribbons is obtained from Dominion Command.

- Wreaths are ordered.
- Person in charge of wreaths is appointed. _____ (Name)
- Cadets to assist with the wreath laying are laid on.
- PA system and operator are ordered.
- Traffic control is organized with the city.
- Bus transportation plan is established with the Transport Committee.
- Saluting base is obtained.
- Photographer and location for convention photo are selected.
- Cadets for Colour Party at the opening and closing ceremonies are laid on by the sergeant-at- arms.

Finance Committee

- All financial information is collected from the other committees.
- Cost of delegate registration, per diems and stipends are approved by the Dominion Command board of directors.
- Financial plan is completed.

The Sports Committee

- Events for the sports afternoon are determined.
- Golf course is booked.
- Prizes are purchased.
- Staff to run the events are arranged.
- Plan for the presentation of prizes is organized.

The Entertainment Committee

- Spouses and guests' excursions are settled on.
- Transportation for the above is finalized.
- Costs for the above are established.
- Entertainment at the Unit open house is determined. (If appropriate)
- Entertainment for the banquet is finalized. (If required)

IN LIEU OF WREATHS

- Charity receiving the In Lieu of Wreaths contribution is selected.
- Person receiving the contribution is advised of the time and place of the donation.
- Dominion Command is advised of the charity at least one month before convention.
- In Lieu of Wreaths contributions collected from Visiting Commands.

OTHER CONVENTION STAFF

- Audio visual technician is appointed. _____ (Name)
- Convention events photographer is appointed. _____ (Name)

OTHER CHECKS (Write in other actions as needed.)