What considerations should be made if you want to host the American Legion Riders Department of California (ALR DOC) West Coast Rally?

1. Is there a local venue that can accommodate at least 200 to 300 people and is ADA compliant.
2. Is there local lodging accommodations sufficient to host 200 to 300 people. This should include hotels, motels and RV’s.
3. Can your Chapter/District commit to conducting all requirements listed in the Hosting Guidelines? This should be included in your minutes submitted to the DEC meeting preceding the West Coast Rally.

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**To be considered to host the American Legion Riders State Rally a Chapter/District must:**

**1 YEAR PRIOR at DEC meeting prior to West Coast Rally:**

* 1. Minutes from a Chapter/District meeting stating the Chapter/District had a motion, 2nd, discussion and voted in agreement to host the West Coast Rally 1 year out, including the year of rally to be hosted.
  2. Chapter/District will put a rally committee in place no later than their next monthly meeting.
  3. Minutes from a Post meeting stating the Chapter/District has informed the Post of its desire to host the ALRDEC West Coast Rally and the Post has voted in agreement to support the Chapter/District in hosting the ALRDEC West Coast Rally, including the year of rally to be hosted.
  4. The hosting Chapter/District should report on a tentative location to host the West Coast Rally.

**11 months out:**

1. Report to DEC a Chapter/District Rally Committee is in place, has the timeline list and is meeting and working on the requirements.

**8 months out report to DEC:**

1. Confirm rally location. Must be able to hold a minimum of 200 to 300 persons, be ADA compliant and have suitable parking.
2. If at a post, a letter from the post stating agreement on the Chapter/District hosting rally at the post, that they can accommodate the size of the rally and that the dates are clear on the post calendar.
3. The hosting Post/Chapter/District will ensure event insurance is sufficient to cover the event. Acord form is to be available upon request.
4. If at another venue, (shared veteran building or other), a letter from the venue stating the venue has agreed with the Chapter/District in hosting the rally on the agreed upon dates and any requirements the venue requires (money, insurance, etc.). If city involvement, a letter from them is also required with their requirements.
5. If opportunity drawings, 50/50, etc. are being planned and donations for drawings are being worked on.
6. How online registration will work and address for mail in registration.
7. Cost of registration and what is included (i.e. shirts, pins, meals, etc.).
8. Images of logos for flyers and merchandise have been previewed, completed and approved by Emblem Sales.
9. Preview of rally flyer presented to ALRDEC.

**5 months out report to DEC:**

1. List of accommodations, (hotels, motels, RV & camping), with reservation codes for each.
2. What merchandise will be available.

1. To include what merchandise will be needed from the Quartermaster.

1. Local law enforcement and city officials have been notified of upcoming convention, dates, etc. and are invited to opening ceremonies.
2. Online registration open. Accepting mail in registration.
3. Merchandise (i.e. wristbands, shirts, pins, hats, etc.) has been ordered.
4. Opportunity drawing etc. donation progress.
5. Meals have been decided on and there is a detailed plan for procurement.

**3 months out report to DEC :**

1. Flyer or booklet which shows:
2. Closest motorcycle repair shop(s) etc.
3. Points of interest (in town and out) to visit
4. Local medical facilities, and
5. Local eateries if the venue isn’t hosting all meals.

The above should include: addresses, phone numbers, hours of operation with instructions, maps on how to get there.

**1 month out:**

1. Report to DEC that merchandise has arrived.
2. Report to DEC that prior reports in the timeline are still complete with no issues and all requirements are in place.
3. Report to DEC, the DEC Convention and Rally and Chapter/District Rally Committee’s will continue to conduct weekly meetings.

**60 days POST Rally report to DEC line item rally financial rundown:**

1. What was spent and made on merchandise. List each type of merchandise separately.
2. What was spent and made on food. List breakfasts, lunch and dinners separately. List what was served at each meal. How much wasn’t used?
3. What was spent and made on entertainment. List the types of entertainment for each day.
4. What was spent and made on drawings, 50/50, etc.
5. What was spent on venue rental?
6. What was spent on permits?
7. What was spent on insurance?
8. What was spent on security?
9. Was a shuttle service provided? Is so, what was cost?
10. What was spent on office supplies?
11. Was there online registration? Any cost?

Invite ALR DOC Convention & Rally Committee, President, Vice President, Sergeant-at-Arms & Secretary to all calls and face-to-face meetings.

All reports to the DEC will be given by the Convention and Rally Chairperson. This will require the Chairperson to have call in meetings with the Chapter/District’s convention/rally committee and the DEC convention committee together, monthly, to brainstorm ideas, put things in place, take care of any issues, etc.