



City of Phoenix
OFFICE OF THE CITY MANAGER

Bridget Robinson
Director of Conventions & Meetings
The American Legion National Headquarters

April 30, 2021

RE: 2021 American Legion National Convention

Dear Ms. Robinson,

Thank you for communicating with our team regarding your planned activity of The American Legion's 102nd National Convention August 21, 2021 through September 2, 2021 at the Phoenix Convention Center. It should be clearly understood that approval does not mean your guests, or your staff, are not at risk from the COVID-19 pandemic. There is no pathway we could outline that would establish with 100% certainty that no one will contract the virus. Additionally, the City of Phoenix accepts no liability, and declines to indemnify anyone electing to attend this event. Finally, we require that the American Legion have its attendees sign a liability waiver to attend the event, and that the waiver includes the City of Phoenix as a party the attendees are releasing from liability. Please provide us a copy of any draft waiver for our review and approval before finalizing.

Our understanding of the event is as follow:

- This is the American Legion's largest annual meeting comprised of all 55 Departments.
- The large number of people indoors inherently makes this a high-risk event for COVID-19 transmission, especially during meals/drinks due to unmasked time. We appreciate that there are designated areas for food consumption.
- We appreciate the attention to physical distancing, sanitation, especially hand hygiene and ventilation – cleaning/disinfection should be done daily, with a higher focus on access to hand hygiene.
- The organizers should strongly consider advertising this as a no-handshake event American Legion has already launched their "Salute, Don't Shake" message as part of their campaign of personal responsibility on behalf of delegates.
- Good attention to dining and pre-packaged info, but not much consideration for ventilation outside of installing MERV-14 filters on the HVAC filters.
- Cleaning/Disinfection should involve products listed under EPA List N
- A Compliance Manager will be assigned.

In addition to the above, we require the following stipulations:

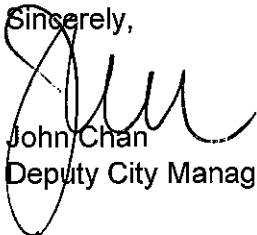
- The maximum number of attendees for the convention shall be capped at 4,500 people. We would be willing to consider raising the cap if there is a significant

improvement in the metrics for community spread of COVID-19 prior to the start of the convention in August.

- The total number of occupants for the general session will be 4,000. The floor plan will be updated to indicate the total number of chairs set in the room. Each group of chairs is presently six feet or great in distance from the next group of chairs. Delegates are seated by Department (state) from which they have traveled. Persons will be seated only with others within their declared "bubble", but never in groups greater than four.
- The request to seat up to 4 people (2 couples) per table would be permitted however, the spacing of the tables should be increased from 6' to 10'. The floor plan shall be revised accordingly.
- American Legion's health screening protocol shall be in accordance with the attached health screening plan.
- On site testing is included as an option for delegates who are directed to secondary screening. A positive test will result in the revocation of the delegates credentials.

The City of Phoenix is approving the event scheduled for August 21, 2021 through September 2, 2021. While we are approving your submitted plan we reserve the right to re-evaluate that approval if there is evidence that you are not complying with the protocols set forth in your plan or if there is a sudden and dramatic increase in the COVID-19 infection rates within our community.

Sincerely,



John Chan
Deputy City Manager



City of Phoenix

Food consumption limited to a certain space

Special Event COVID Pre-Application

All public and private events requiring an operating permit shall first complete and submit this pre-application regarding the event's COVID-19 practices and procedures. This application is intended to provide insight into the event, and it's planned operations, procedures and considerations for the response to COVID-19. The provided information will be used in the review and evaluation process. This application does not replace any other event permit application required by any other agency/department. If this application is approved the event must still submit for and obtain all necessary event permits and licenses. This application provides no guarantee the event can be held. See attached

Event Information				
Name of Event	The American Legion's 102nd National Convention			
Event Address	100 N. 3rd St., Phoenix, AZ 85004	Stationary Event? <input checked="" type="checkbox"/> Moving? (parade, etc) <input type="checkbox"/>		
Name of Venue	Phoenix Convention Center			
Date(s)/Time of Operation	Start Date 8/21/21	End Date to 9/2/21	Start Time 7:00am	End Time to 11:59pm
Contact Familiar with COVID Procedures & Plans	Name Bridget Robinson	Phone 317-630-1292		
Contact Email	brobinson@legion.org			
Attendance	Anticipated Number of Attendees 6000-8000	Public Event <input type="checkbox"/>	Private Event <input checked="" type="checkbox"/>	Open to All? <input type="checkbox"/> Ticket-RSVP? <input checked="" type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input checked="" type="checkbox"/> Provide plan for temperature checks for attendees. See attached <input checked="" type="checkbox"/>			
Plan and Layout	Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input checked="" type="checkbox"/>			
Venue Details	Square Footage of Event Space: 645,900 Indoor <input checked="" type="checkbox"/> Outdoor <input type="checkbox"/> Both <input type="checkbox"/>			
Arrangement	Seating <input checked="" type="checkbox"/> Standing <input type="checkbox"/> Reception <input checked="" type="checkbox"/> Booths <input type="checkbox"/> Other <input type="checkbox"/>			
Occupant Load	Maximum Occupants with No Restrictions 43,060		Social Distancing Occupant Load 23,068	
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input checked="" type="checkbox"/> Event Security? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input checked="" type="checkbox"/>			
Cleaning and Disinfection Product(s) EPA approved against COVID-19?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples.	See attached <input checked="" type="checkbox"/>			
Outside Vendor Providing Cleaning & Disinfection Service?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	

Applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to applications.pfd@phoenix.gov or mailed to the address below. For application questions please call: 602-262-6771

For more information visit www.phoenix.gov/fire/prevention

Phoenix Fire Department - Fire Prevention Section

150 S 12th St Phoenix, AZ 85034 - 602-262-6771



City of Phoenix

If yes, provide company information (Name, address, phone, contact, email):

PCC to provide cleaning & disinfecting in public space.

Shepard Exposition Services to provide cleaning & disinfecting in contracted event space.

Food Service	On-Site Preparation? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Consumption on-site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input checked="" type="checkbox"/>

Seating for Food Consumption? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many? 990	Public Water Stations Provided? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?
--	---

Restroom Facilities	Existing/Built-In <input checked="" type="checkbox"/> Portable <input type="checkbox"/>
	How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input checked="" type="checkbox"/>

Merchandise & Payments	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input type="checkbox"/>	
	Ticket Sales on Site?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Ticket Scanning at Entrance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Queue lines for Scanning	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Ticket sales available prior to event?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Event Staff	What process is in place for symptom and temperature checks prior to start of shift?
	What training has staff received on all COVID safety protocols? Consider using <u>Interim Guidance for Businesses and Employers</u> as a guide. See attached <input checked="" type="checkbox"/>

Transportation	Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> How is the promoter recommending attendees to arrive to and from the event?
	How is cleaning in accordance with CDC guidelines, being achieved? See attached <input checked="" type="checkbox"/>

Attachments	The following attachments are required as part of this resume.
	✓ Social Distancing Plan
	✓ Event Layout (include all seating and food areas)
	✓ Barriers/Security/Que Line Plan
	✓ Cleaning & Disinfection Plan for all Touchpoints and Surfaces
	✓ Samples of COVID Safety Signage & Messages (include mask requirements)
	✓ Food Service Preparation & Service Plan
	✓ Handwashing/Sanitation Plan
	✓ Physical barriers for Points of Sale Plan
	✓ Event Staff Shift Checks
✓ Transportation Cleaning & Disinfecting Plan	

Applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to applications.pfd@phoenix.gov or mailed to the address below. For application questions please call: 602-262-6771

For more information visit www.phoenix.gov/fire/prevention

Phoenix Fire Department - Fire Prevention Section

150 S 12th St Phoenix, AZ 85034 - 602-262-6771

**MARICOPA COUNTY PUBLIC HEALTH DEPARTMENT
COVID-19 RISK MITIGATION EVENT PLAN
2021 AMERICAN LEGION NATIONAL CONVENTION
August 27 – September 2, 2021**





The Phoenix Convention Center's (PCC) re-opening plan engages five strategies to ensure the safest conditions possible for future events.

1. Follow CDC recommendations for physical distancing
2. Follow CDC recommendations for personal protective measures
3. Remove touch points whenever possible
4. Engage in a process of constant cleaning and disinfection
5. Focus efforts on client communication and staff training

As hosts of the American Legion National Convention, PCC staff and American Legion representatives have developed an event plan which applies these five strategies to this unique setting.

PCC has installed permanent and temporary signage which reminds occupants to:

- Keep physical distance using:
 - Printed and digital signs
 - Floor appliques
 - Table tents and table signs
- Requires face covering be worn by all persons at all times, unless consuming food or beverages
- Encourage "right hand travel" through doors and in circulation areas
- Direct participants to hand sanitizer and disinfecting wipes, which are liberally dispersed in all public areas

All doors will be held open to eliminate touch points. Restrooms have been modified to add additional barriers between occupants. All fixtures are touchless, including faucets, soap dispensers and paper towel machines. Water bottle refill stations are available and are touchless. Parking operations are fully automated, eliminating person to person interaction.

Restrooms will be cleaned throughout the day based on the event schedule. Restrooms will be disinfected nightly. All tables, chairs and equipment will be cleaned, disinfected and reset nightly.

PCC will assign a COVID "compliance manager" to ensure that we met all governmental requirements for reopening.

Close communication with client staff has enabled the creation of the event plan which follows.

ABOUT THE AMERICAN LEGION

The American Legion is a nonpartisan, not-for-profit organization chartered and incorporated by Congress in 1919 as a patriotic veterans organization. It is the nation's largest service organization of wartime veterans,

with our primary missions committed to youth development, sponsorship of wholesome programs in local communities, advocating patriotism and honor, promoting strong national security, and continued devotion to our fellow servicemembers and veterans. American Legion membership stands at nearly 2 million with more than 13,000 posts in local communities worldwide. American Legion posts are organized into 55 departments: one each for the 50 states, along with the District of Columbia, Puerto Rico, France, Mexico, and the Philippines.

ABOUT THE AMERICAN LEGION NATIONAL CONVENTION

The American Legion's largest annual meeting is the national convention comprised of all 55 Departments (Each of the 50 states, the District of Columbia, Puerto Rico, France, Mexico, and the Philippines), of voting delegates, along with alternates and guests. The national convention delegates alone have the authority to approve changes to the Legion's constitution and bylaws. The group is also responsible for passing programs that determine the course of the Legion, setting membership dues for the upcoming year, and electing a national commander and five national vice commanders to serve until the next convention.

Our members gather at the national convention to help further their cause of patriotism and support for our servicemembers past and present. The national convention of The American Legion includes the following separate events: the American Legion Auxiliary's national convention, the Sons of The American Legion's national convention and the American Legion Riders Legacy Run. A combined membership of over 2.2 million where close to 8,000 attend the national convention.

Along with the above-mentioned and the annual business meeting, other significant elements of the national convention include a patriotic memorial service, exhibits, general sessions with nationally acclaimed keynote speakers and political figures, color guard and band contests, receptions, and banquets.

ABOUT THE AMERICAN LEGION'S COVID-19 RISK MITIGATION PLAN

The utmost priority of The American Legion during its national convention is the health and safety of all those attending. The Legion's goal is to create a safe environment for conducting its annual business session. The American Legion is committed to working with the City of Phoenix and the Public Health Department to develop plans that will create a safe environment for our national convention to occur.

EVENT ORGANIZER CONTACT NAME

- Bridget A. Robinson, CMP, CMM, Director of Convention & Meetings, The American Legion National Headquarters

EVENT ORGANIZER PHONE NUMBER

- (317) 630-1292
- brobinson@legion.org

ALTERNATE CONTACT NAME & NUMBER

- Andrea K. Watson, CMP, Deputy Director of Convention & Meetings, The American Legion National Headquarters
- (317) 630-1393
- a.watson@legion.org

EVENT NAME

- The American Legion's 102nd National Convention

EVENT LOCATION

- Phoenix Convention Center, 100 N 3rd St, Phoenix, AZ 85004

WILL THIS EVENT BE HELD INDOORS OR OUTDOORS? (IF OUTDOORS, PLEASE PROVIDE DETAILS FOR WEATHER-RELATED ALTERNATE PLANS)

- Indoors

ATTENDEE DEMOGRAPHIC

- Veterans from all war eras

EVENT DATES AND HOURS OF OPERATION

- Please see attached matrix.

BREAKDOWN OF ANTICIPATED ATTENDANCE/PEAK ROOM NIGHTS OVER DURATION OF EVENT

Date	Anticipated # of Attendees
Friday, Aug 27	6500
Saturday, Aug 28	8100
Sunday, Aug 29	7700
Monday, Aug 30	7000
Tuesday, Aug 31	5000
Wednesday, Sept 1	3500
Thursday, Sept 2	2000

Date	Hotel Peak
Friday, Aug 27	2300
Saturday, Aug 28	2700
Sunday, Aug 29	2600
Monday, Aug 30	2300
Tuesday, Aug 31	2100
Wednesday, Sept 1	1800
Thursday, Sept 2	600

CAPACITY LIMITS

- The American Legion’s national convention is a private event the PCC has scheduled during the designated weekend. Hotels will be providing guestrooms in accordance with current Maricopa County Public Health restrictions.
- The national convention will be using more than 100 meeting rooms simultaneously and the number of individuals will not exceed the maximum occupancy defined by the PCC to adhere to physical distancing. Refer to venue schematic provided in Appendix A (PCC to insert).
- The 2021 national convention is a private event for The American Legion Family.

- Most attendees will pre-register during check-in upon arrival to the venue Tuesday-Friday, 24-27 August 2021, will receive a Legion-issued badge identifying them as an authorized attendee to national convention.
- There will be an on-site registration Thursday-Wednesday, 26 August – September 1, 2021.
- No one will be admitted without wearing a name badge issued by The American Legion.
- Pre-event communications to all participants will be accomplished via email in the weeks leading up to the event with the final communication issued no later than 72 hours prior to arrival. Communications to participants during the event will be issued via their respective Department (State) Adjutant, text, email, and/or social media app.

Halls A-E (190,000 sq ft)

Capacity with No Restrictions	COVID Capacity	Maximum Occupancy*	Percentage of Normal Capacity	Percentage of COVID Capacity
27,142	6,785	4,100	15.1%	60.4%

*includes up to 100 staff and volunteers

Halls 4-5 (157,000 sq ft)

Capacity with No Restrictions	COVID Capacity	Maximum Occupancy*	Percentage of Normal Capacity	Percentage of COVID Capacity
22,428	5,607	1,669	7.4%	29.8%

*includes up to 100 staff and volunteers

South Building, Halls F, G, and South Ballroom (110,000 sq ft)

Capacity with No Restrictions	COVID Capacity	Maximum Occupancy*	Percentage of Normal Capacity	Percentage of COVID Capacity
15,714	3,928	1,138	7.2%	29%

*includes up to 100 staff and volunteers

Halls 1-3 (86,200 sq ft)

Capacity with No Restrictions	COVID Capacity	Maximum Occupancy*	Percentage of Normal Capacity	Percentage of COVID Capacity
12,314	3,078	3,078	25%	100%

*includes up to 100 staff and volunteers

Hall 6 (69,300 sq ft)

Capacity with No Restrictions	COVID Capacity	Maximum Occupancy*	Percentage of Normal Capacity	Percentage of COVID Capacity
9,900	2,475	1,104	11.2%	45%

*includes up to 100 staff and volunteers

PARTICIPANT INFORMATION

- Pre-event communications provided to participants will include instructions and information concerning COVID-19 safety guidelines and protocols of:
 - A list identified by the Centers for Disease Control (CDC) as of August 1, 2021
 - Check-in and screening procedures upon arrival
 - Social distancing while attending event
 - Required and frequent hand washing and sanitizing
 - Required and proper use of face masks
 - Not to leave home and travel if feeling unwell and/or exhibiting any symptom(s) of COVID-19
 - Anyone leaving the venue at any time during the event will need to return through an entry control point for re-screening and temperature check
- Pre-event communications will convey upon a participant's arrival each day to the venue:
 - Upon arrival, all participants will first be directed to use hand sanitizer that will be readily available.
 - All participants will next be health screened upon arrival to the event by trained designated volunteers/staff at designated entry control points before they can proceed to their assigned areas. Screeners will ensure all have properly placed face masks, provide all participants a COVID-19 screening questionnaire for completion and take temperatures. Any participant answering "Yes" to any of the COVID-19 screening question(s) or who exhibits a fever will be asked to sit in a controlled area for 10 minutes for further evaluation and/or will retake their temperature. If the second temperature attempt is still over 100.4, the participant will return to their hotel room and will not be permitted to participate in the event for that day.
 - All participants will be informed upon arrival that if they begin to feel sick at any time during their stay to immediately confine themselves to their hotel room and notify their respective Department Adjutant who will inform Bridget Robinson and Andrea Watson via phone or text.
 - Reminder that anyone leaving the venue at any time during the event will need to enter through an entry control point for re-screening and temperature check.

FACE COVERINGS

- Pre-event communications provided to all participants will convey the requirement for bringing their own face covering/mask which must cover both nose and mouth, for use during the event.
 - Disposable face masks will be made available for distribution free of charge to those who may not have brought their own.
- All participants will be required to wear a face covering/mask over their nose and mouth, except when actively eating or drinking, or delivering a formal speech at the lectern. During delivery of a formal speech at the lectern, the participant will be located a minimum of 6 feet from the nearest other individual and will not remove mask until at the lectern or aisle microphone and will then immediately replace the mask upon completion and before breaching the minimum 6' boundary.
- Any participant observed not wearing face covering/mask will be re-instructed to abide by all protocols established.
 - If the individual refuses to wear a face covering/mask, a call will be made to their Department (State) Adjutant. Additionally, the participant will be reminded of the waiver signed agreeing to all terms and conditions to attend the national convention.

SCREENING

- Designated staff will be trained during an orientation that will be conducted prior to arrival of participants. Training will include:
 - operation of a non-contact thermometer
 - how to review of COVID-19 screening questionnaire
 - screening for proper face covering/mask placement
 - actions when detecting non-compliance safety guidelines and protocols
 - use of gloves when screening
- Screening of participants will be conducted upon their arrival to the event and every morning thereafter by trained designated staff at designated entry control points before they will be permitted entry to engage in the event. All participants will be screened for proper placement of face covering/mask, use of hand sanitizer, completion of a COVID-19 screening questionnaire and have their temperatures taken with a non-contact thermometer. Designated screeners will be gloved.
- Screening procedures:
 - Screeners will monitor all participants for proper face covering/mask as they approach.
 - Additional screeners will be assigned to serve as roving monitors for proper 6' social distancing while participants are waiting in line during the screening process.
 - All participants will first be directed to use hand sanitizer that will be made available.
 - Screeners will next take the temperature of each participant using a non-contact thermometer.
 - If temperature is under 100.4, the participant may proceed to take COVID-19 screening questionnaire
 - If a temperature is at or over 100.4, the participant will be asked to sit in a controlled area for 10 minutes and will retake their temperature. If the second temperature attempt is still over 100.4, the participant will return to their hotel room and will not be permitted to participate in the event for that day.
 - Screeners will next provide each participant a COVID-19 screening questionnaire and will monitor each completed questionnaire for any answers of concern. The COVID-19 screening questionnaire will contain the following questions:

- *Have you had contact with anyone that you know has been diagnosed with COVID-19 in the last fourteen days?*
- *Have you had a positive-COVID test for active virus in the past 10 days?*
- *Do you currently have any of these symptoms that you cannot attribute to another condition?*
 - *Fever or chills*
 - *Cough*
 - *Shortness of breath or difficulty breathing*
 - *Fatigue*
 - *Muscle or body aches*
 - *Headache*
 - *Recent onset of loss of taste or smell*
 - *Sore throat*
 - *Congestion*
 - *Nausea or vomiting*
 - *Diarrhea*
- Any participant answering “Yes” to any screening question(s) will be asked to sit in a controlled area for 10 minutes for further evaluation and rescreening temperature. If the second temperature attempt is still over 100.4, the participant will return to their hotel room and will not be permitted to participate in the event for that day. If the nature of the illness is uncertain, The American Legion will take all necessary precautions and treat the participant as if they have COVID-19 and will not be allowed into the venue.

SOCIAL DISTANCING MEASURES

The requirement to maintain physical distance between attendees will be communicated in advance of the event with reminders prominently on display using both printed signs, floor and wall clings, and electronic signage inside and outside the venue.

- Each room used for the national convention will be limited to COVID capacity based upon the room design. Refer to Appendix A (PCC to insert).
- Furniture/seating in each room will be arranged so to maintain a minimum of a 6’ distance.
 - The area/stage where a speaker and American Legion Leadership will be delivering speeches at the lectern/microphone in each room will be maintained at a 6’ distance.
- Designated roving monitors will reinforce social distancing and mask wearing and discourage congregation of gatherings of participants in hallways and commons areas.

INCREASED SANITATION

- The 2021 American Legion National Convention is taking place at the Phoenix Convention Center and eight other hotels, which reside within Maricopa County. The Phoenix Convention Center is GBAC certified and is bound to sanitation protocols mandated by the Maricopa Public County Health Department.
- The 2021 American Legion National Convention is hosting exhibit booths. (Reference Pages 13 and 14). Cleaning and sanitation inside the exhibition space will be conducted by <insert decorator name> using products and methods approved by the CDC.

- The 2021 American Legion National Convention will provide snack and/or beverage stations. (Reference Page 11) Food and beverage purchased or provided to attendees will be consumed in designated spaces, to prevent attendees from walking through crowds while unmasked.
- PCC & all hotels advise:
 - Hand Sanitizer stations have been installed in every meeting room and in high traffic area throughout the convention center.
 - Signs placed at each entrance to hotel and meeting room reminding participants of mask and 6' distancing.
 - HVAC air filters installed throughout meeting space- rated MERV 14.
 - Public Restrooms are sanitized twice daily.
- Each moderator's lectern is used by the same single individual while each contest is being conducted. Each lectern will be wiped down with a sanitizing agent by staff prior to use each day and prior to any new individual subsequently using a lectern.

ENFORCEMENT AND COMPLIANCE

- Designated roving monitors will reinforce social distancing and face covering/mask wearing and discourage congregation of gatherings of participants in the hallways and commons areas. Ratios per building are below.
- Each meeting will have an American Legion National Headquarters staff member inside the room to ensure face covering/mask are worn (and worn properly) and physical distancing rules are being followed. The American Legion also has a group of volunteers, National Sergeant-at-Arms, who will be monitoring our attendees to ensure compliancy is in full force.
- According to the Phoenix Convention Center's re-opening plan, security and/or first aid requirements will not change. However, to keep crowd density lower, it is foreseeable that there will be entry only doors and exit only doors into exhibition space. The American Legion will comply.
- Below are the minimum requirements for event security – and again The American Legion will comply, where applicable.
 - **Exhibition Halls:** Industry standards as recorded in the National Fire Protection code (NFPA) require one "crowd manager" for every 500 persons. "Crowd managers" include security, ticket takers and all other staff present with a defined role in emergency response. This generally consists of a guard at the loading dock door and front door who have specific responsibilities in the event of an emergency. Larger shows may require additional guards to provide for security patrols and to provide for meals and breaks. Shows incorporating more than one exhibition hall will require more positions as determined by the Security Systems Manager.
 - **North Building Lower Level Exhibition Halls 3, 4, 5, & 6**
 - One dock guard at each loading dock when in use at each exhibit hall.
 - One guard in the lobby area in front of each hall when freight is being moved or other work is being done in that area.
 - (2) Guards during show hours for each exhibit hall being used. The exception to this would be Exhibit Hall 4, this hall would need (4) guards due to the size.
 - **North Building 100 Level Ballroom A, B, C, D**
 - 1 guard for 500 or less attendees, or as determined by the Security Systems Manager.
 - 2 guards for 500 or more attendees.
 - Additional security maybe required if attendance is over 1000 people.
 - One dock guard at North Kitchen loading dock during move-in and move-out
 - **North Building 300 Level Exhibition Halls A, B, C, D, & E**

- One dock guard at each loading dock when in use at each exhibit hall.
- One guard in the lobby area in front of each hall when freight is being moved or other work is being done in that area.
- (2) Guards during show hours for each exhibit hall being used.
- **West Building Lower Level Exhibition Halls 1 & 2**
 - One guard in the loading dock area when roll up doors 1N and 1S are in use.
 - One guard at rolling door Hall 2 when in use.
 - One guard in the pre-function area (Lower Level) when freight is being moved or other work is being conducted in this area.
 - 1 or 2 guards always for move in/out
 - 2 guards during show hours (one in front lobby and one on the north end inside the halls)
- **West Building 300 Level Ballroom A, B, C, & D**
 - Event security is required during show hours in the West Ballroom (Level 3) for all events. Events or meetings that do not have a large attendance may not require event security, as determined by the Convention Center's Security Systems Manager.
 - For the West Ballroom the following ratio will be used:
 - 1 guard for 500 or less attendees, or as determined by the Security Systems Manager.
 - 2 guards for 500 or more attendees.
 - Additional guards may be required if the attendance is over 1000 people. Additional coverage will be determined by the Security Systems Manager
- **South Building**
 - One guard at each loading dock when in use.
 - One guard in the South Lobby and/or South Ballroom Lobby when freight is being moved or other work is being conducted in these areas
- **South Building Exhibition Halls F, G, & South Ballroom**
 - 1 or 2 guards always for move in/out
 - 2 guards during show hours (one on the dock, one in the lobby)
- **Meeting Rooms**
 - Event security is required for meeting room space when any of the following criteria are met:
 - When the total occupancy of the space exceeds 250 persons
 - When the space is not on ground level
 - When the number of rooms used exceeds two
 - When alcohol is served
- **East Garage Marshalling Yard**
 - One guard to coordinate efforts with your decorator's representative and the dock event security guards
- **Overnight Security**
 - Overnight security is required when deemed necessary as determined by the Security Systems Manager and/or PCC Fire Marshal, or when one of the following circumstances exists:
 - The hall(s) are energized
 - To prevent theft of client inventory or assets
 - When combustibles are present

- When Exhibit Halls are restricted

- **EMT's Schedule**

Aug. 21-23	1 EMT – Monitoring Move-in	8:00AM – until conclusion each day
Aug. 24-26	2 EMT's – Roaming the North and West Buildings (one in each building)	7:00AM – 5:00PM Daily
Aug. 27-Sept 2	3 EMT's	
	One located at First Aid Station	7:00AM - 5:00PM Daily
	One roaming the west building	7:00AM - 5:00PM Daily
	One roaming the north building	7:00AM - 5:00PM Daily
Aug. 27	1 additional EMT during Color Guard Contest in Exhibition Halls A-E or Exhibition Halls 4-6	4:00PM - 9:30PM
Aug. 28	1 additional EMT during Band Contest (location is TBD)	1:00PM - 6:00PM
Aug. 28-30	1 EMT roaming the South Building	7:00AM - 5:00PM Daily
Aug. 31	1 additional EMT during banquet set-up in the North Ballroom	8:00AM – until completed
Aug. 31	1 additional EMT during banquet in the North Ballroom	6:00PM – 10:00PM
Sept. 2	1 additional EMT - Monitoring Move-out	3:00PM – until completed

- In addition to the above:
 - EMT Compliance Officers will also be roaming the convention center to help oversee that compliance is being followed on-site.
 - Upon arrival to the Phoenix Convention Center, all participants will enter through designated check points for screenings and temperature checks.
 - COVID-19 Rapid Testing will be available onsite at the secondary screening area for those who wish to be tested or need testing for further evaluation.

COMMUNICATION

- Multiple pre-event communications to all participants will be accomplished via email in the weeks leading up to Convention. Emails will be sent to all Department Adjutants (State) of all 55 Departments of The American Legion with the final communication issued no later than 72 hours prior to arrival. Pre-event communication will also be placed on the National Convention's web page: <https://www.legion.org/convention/resources>.
- Pre-event communications provided to all participants will include instructions and information concerning the COVID-19 safety and protocols of:
 - A list of symptoms identified by the Centers for Disease Control (CDC)
 - Check-in and screening procedures upon arrival
 - Social distancing while attending event
 - Required and frequent hand washing and sanitizing

- Required and proper use of face covering/mask
- Not to leave home if feeling unwell and/or exhibiting any symptom(s) of COVID-19
- The mandatory COVID-19 screening questionnaire will provide reminders of COVID-19 safety and protocols noted immediately above.
- Pre-event language will include:
 - Stay home if you are sick or are exhibiting any of the following symptoms: cough, shortness of breath, fever, chills, muscle pain or sore throat or have knowingly been exposed to someone having tested positive for COVID-19.
 - A list identified by the Centers for Disease Control (CDC) as of August 1, 2021
 - An inherent risk of exposure to COVID-19 exists in any public space where people are present; therefore, you are expected to refrain from congregating, especially in hallway and public commons areas.
 - Care must be taken throughout the event to maintain appropriate social distancing, use appropriate personal protective equipment and follow all guidelines established by The American Legion, in cooperation with the Maricopa County Public Health Department, Arizona State Department of Health, and Arizona Governor's office.
 - Anyone leaving the convention at any time during the event will need to return through an entry control point for re-screening and temperature check.
 - COVID-19 is an extremely contagious disease that can lead to severe illness and death. Anyone who may begin to feel sick at any time during their stay should immediately confine themselves in their hotel room and notify their respective Department (State) Adjutant who then notify Bridget Robinson or Andrea Watson via phone call or text.

FOOD SERVICE

A schedule of all Food and Beverage events taking place during The American Legion's National Convention are in the enclosed matrix. All food and beverage services provided during The American Legion's National Convention will adhere to the guidelines of the Phoenix Convention Center's catering provider, Aventura. All Food & Beverage will be served and consumed in dedicated areas with seating that will be socially distanced. No Food & Beverage will be allowed outside these dedicated areas.

- **Buffets:** Traditional buffets will not be allowed. All food and service ware will be individually wrapped, covered or prepared items. This provides the highest level of sanitation and ensures minimum touch points among participants. Hot food is served by an attendant behind a sneeze guard. Cold and ambient food is served from the buffet line, served individually, and presented as a Market experience. Drinks are all pre-packaged self-serve or served by attendant. Napkins, plates and utensils set out for self-serve use will be discontinued. All efforts will be made to use the most sustainable disposable products available. Products made of renewable materials, such as paper and fiber along with products made of recycled content will be used where possible. Flatware and Napkins for Buffets will be provided as follows:
 - Disposable flatware and napkin in wrapped sleeve
 - Napkins are individually wrapped with utensils and/or in a dispenser
 - Plates with lids are provided for all food items
 - Sanitation station provided to participants
- **Condiments:** Open-air communal condiment containers will be discontinued. Personal consumption packets will be utilized on request. This includes individual salt & pepper, dressings etc.
- **Breaks:**

- All snacks will be served individually packaged and served by attendant
- All beverages to be served by attendant or prepackaged
- Individual personal consumption condiments for coffee stations will be provided to include sugar, cream, stir stick individually wrapped
- Cold and ambient food is served in closed containers
- Personal-consumption condiments are served on request
- Hot food is served by attendant behind sneeze guard
- Packaged cold beverages are provided
- **Water Service:** Bulk water stations and water coolers eliminated unless served by attendant
- **Boxed Meals:** An expanded boxed meal program has been implemented that will include full meals across breakfast, lunch, dinner, and snacks
- **Receptions:**
 - Cold and ambient food is served in closed containers
 - Personal-consumption condiments are served on request
 - Hot food is served by attendant behind sneeze guard
 - Packaged cold beverages are provided
- **Tray Pass:** Will not take place during The American Legion's National Convention
- **Bar Service:**
 - Eliminate all cocktail fruit at bar locations
 - Individually wrapped straws available upon request
 - Cans will not be opened by bartender
 - Bottles will be opened using bottle opener by bartender
 - All glasses will be switched out between pours
 - A separate cashier will be required for payments

PINNACLE EVENT

- The pinnacle events of the National Convention are the three entities' general sessions:
 - The American Legion (August 31 – Sept 2, 2021)
 - Sons of The American Legion (August 26-29, 2021)
 - The American Legion Auxiliary (August 31 – Sept 1, 2021)
- All participants at the Generals Session will be required to wear face covering/mask over their nose or mouth, unless actively eating or drinking, or unless delivering a formal address to the convention floor. During delivery, the speaker will be located on stage more than a minimum of 6 feet from the nearest other individual and will not remove their mask until the formal address begins and will then immediately replace the mask upon completion of his/her speech.
- Physical distancing floor stickers and signage will be placed in all General Session Halls.
- Awards may be presented during these general sessions by maintaining physical distance.
 - Recipients waiting in a queue to walk up to receive their awards will be spaced a minimum of 6 feet apart, wearing mask covering/mask.
 - Awards for everyone will be placed on a draped easel by a gloved and masked contest staff member, who will then back away to a distance of a minimum of 6 feet; the masked recipient will advance next to the easel, remove their face covering/mask for a picture, replace their face covering/mask, collect their award items from the easel, and return to their socially distanced seat in the audience.

EXHIBIT HALL (TRADESHOW)

- The exhibit hall will be in the Phoenix Convention Center, Exhibition Hall 1-3. Each booth is available for move-in on Thursday, Aug. 26, 2021, between 8:00AM and 4:30PM
- Floor plan – located in Appendix D.
- Exhibit Show Hours
 - Friday, Aug. 27, 2021 8:00AM – 3:30PM
 - Saturday, Aug. 28, 2021 8:00AM – 3:30PM
 - Sunday, Aug. 29, 2021 8:00AM – 2:00PM
 - Monday, Aug. 30, 2021 8:00AM – 3:30PM
 - Tuesday, Aug. 31, 2021 8:00AM – 2:00PM
- All staff, attendees and exhibitors MUST adhere to guidelines regarding PPE. Face covering/mask should always be worn over the nose and mouth.
- Increase aisle width to accommodate expected participant counts.
- Setup one-way aisles so that attendees are moving in the same direction.
- Place floor markers indicating appropriate spacing at key locations around the tradeshow floor where lines could generate.
- Set up signage indicating what steps we have provided to ensure the safety of the attendees and exhibitors.
- Set up signage reminders of key guidelines.
- Make regular announcements reminding attendees about the physical distance recommendations and hand washing.
- Offer elevated cleaning services for each exhibitor as part of their exhibit kit, such as:
 - Electrostatic fog spraying services with GBAC-approved disinfectant.
 - Hourly surface cleaning and disinfectant services.
- For exhibitors that sell product from their booth, encourage touchless payment processing, or provide recommended cleaning procedures after each transaction.
- Shepard Service Desk, located inside the Exhibit Hall, will have enhanced safety measures, including sneeze guards and physical distance dividers.
- The exhibit hall will have a separate door for ingress and a separate door for egress.

COLOR GUARD & BAND CONTEST

- The Color Guard Contest will be in the Phoenix Convention Center, Exhibition Hall A-E or Exhibition Hall 4 – 6.
- Band Contest will be in the Phoenix Convention Center, Symphony Hall, Exhibition Hall A-E or Exhibition Hall 4-6.
- Contest Hours
 - Color Guard: Friday, Aug. 27, 2021 4:00PM – 7:30PM
 - Band Contest: Saturday, Aug. 28, 2021 1:00PM – 6:00PM
- All staff, judges, attendees, and contestants MUST adhere to guidelines regarding PPE. Face covering/mask should always be worn covering nose and mouth. Sgt-at-arms will be at the hall's entrance ensuring everyone is adhering to guidelines.
- Hand Sanitizer station at the entrance and within the space.
- Competing American Legion Bands will wear performance musician masks and wind instruments will need to have bell covers.
- Color Guard Units must wear a face covering/mask including during their performance.
- Convention Commission members will serve as ushers for maintaining physical distancing regulations.

- For the judge's riser, space for four judges with four small, individual cocktail rounds and hand sanitizer at each table.
- Only the Timing and Penalty contest judge will be allowed on the competition floor interacting with the Color Guard units.
- For contest inspections, 6ft tape between color guards/bands and the inspection contest judge.
- For the band awards, only the director will be allowed on the floor to accept their award.
- For the color guard awards, there will not be an ending procession and only the captain from each unit will be allowed on the floor to accept their award. Award will be placed on easel versus any direct handing of award.

OVERALL EVENT SCHEDULE WITH LOCATIONS AND CAPACITY DIAGRAMS AS DETAILED IN APPENDIX B

LOCAL TRANSPORTATION AND DEPARTURE PLAN

- Listed below are the hotels on the schedule for bus shuttling to and from the Phoenix Convention Center. Callaway Transportation, INC. is the provider and will be using fleet from Arizona Corporate Coach, Jet Limo, Tour West America, Greyhound and Arrow.
 - Arizona Grand Resort
 - Hampton Inn & Suites Downtown
 - Hilton Garden Inn Downtown
 - Courtyard Downtown
 - Residence Inn Downtown
 - Sheraton – ADA Only
 - Springhill Suites Downtown
- The items listed below are the transportation options provided by The American Legion during the National Convention.
 - Hotel Shuttles - Mini Coach & Motor Coach Safety Regulations:
 - Face masks and gloves worn by driver.
 - Driver given a temperature check at the start of each shift / trip
 - Upon checking in vehicles on site, drivers and staff will wipe down all handrails, armrests, and areas of normal contact with anti-viral wipes and / or sanitizing spray
 - Vehicle will be wiped down in between trips.
 - The Lysol brand II wipes currently list that they will disinfect Human Coronavirus
 - All vehicles will have alcohol-based hand sanitizer (Purell and other brands) on board for attendees and employees to use.
 - Temperature checks will be conducted for each participant before entering transportation.
 - Participants will be asked to wear face covering/mask.
 - Sitting every other seat and one person per row.
 - No hand shaking, clients handle their own luggage, or a staff will manage luggage wearing gloves and face mask.
 - Loading ½ the number of participants as the vehicles allow.
 - Mini coach 15 – 22 participants; motor coach 25 – 27 participants
 - Load bus back rows first then work way up to front
 - Sanitation of vehicle at the completion of each ride. Coach cleaning will be a combination of staff wiping the buses down and having a cleaning service on site for the large projects.

- Callaway Transportation is also the provider for airport transfers and will be using vehicles from Arizona Corporate Coach and Limo and Jet Limousine for VIP Transportation.
 - Vehicle and Driver Safety Regulations:
 - Face covering/mask and gloves worn by driver.
 - Driver given a temperature check at the start of each shift/trip.
 - Participants will be asked to wear face masks.
 - Driver safe distancing – less people in the vehicles; sitting in the back row when possible.
 - Clients or Staff with gloves and face covering/mask handle the luggage.
 - Sanitizing – sprayer and sanitizing wipes are used every night for deep cleaning and drivers in between every ride.
 - Vehicle guest compartment will have hand sanitizer and additional masks.
 - Vehicle sanitized at the completion of each ride.
- Additional transportation information
 - Drivers will receive a temperature check along with clients which will be conducted before entering transportation. Sanitation will be completed at the conclusion of each greet.
 - All managers, staff, greeters, dispatcher and drivers are asked to seek medical attention immediately if they feel unwell.
 - Staff & Bus Driver Check-in Scanners - Deployed at Transportation Desk each day.
 - Handheld Contactless thermometers used also throughout the shifts for remote check-in
 - Callaway Staff will have masks for passengers who may need them, gratis.

HOTELS

- Sheraton Phoenix Downtown
 - [Marriott Commitment to Clean](#)
 - Face coverings for all guests and associates
 - Increased frequency of cleaning
 - Contactless check in, mobile key, and amenity delivery to guest room door
- Hyatt Regency Phoenix
 - [GBAC Star Facility](#)
 - Face coverings – Required in hotel indoor public areas and when moving around in outdoor areas
 - Contactless key, check in, and billing
 - Curated medications from headspace available in app
 - Nanotech technology to fight bacteria on elevator buttons and high touch surfaces
- Hampton Inn
 - [Hilton Clean Stay Program](#)
 - Partnership with Lysol and Dettol
 - Room seal with disinfection of high touch areas
- Hilton Garden Inn Phoenix Downtown
 - Same as Hampton Inn (see above)
- Courtyard Phoenix Downtown

- Marriott Commitment to Clean
- Enhanced public space and guest room cleaning including use of electrostatic sprayers
- Face coverings required for all guests and associates
- Contactless check-in, mobile key

- Residence Inn Phoenix Downtown
 - Marriott Commitment to Clean
 - Enhanced public space and guest room cleaning including use of electrostatic sprayers
 - Face coverings required for all guests and associates
 - Contactless check-in, mobile key

- SpringHill Suites Downtown
 - Marriott Commitment to Clean
 - Enhanced public space and guest room cleaning including use of electrostatic sprayers
 - Face coverings required for all guests and associates
 - Contactless check-in, mobile key

- Arizona Grand Resort & Spa
 - Classic Hotels Clean



PHOENIX
CONVENTION CENTER
& VENUES

COVID-19 CAPACITIES



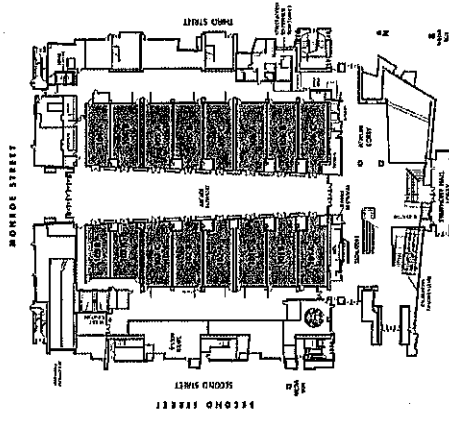
PHOENIX
WEST BUILDING
COVID-19 CAPACITIES

100 LEVEL - MEETING ROOMS	AREA SF*	DIMENSIONS	THEATER	CLASSROOM	BANQUET	MAX CAP.
A: 101, 102, 105, 106	1,722	67' x 28'	20	25	18	61
B: 101, 102, 105, 106	1,846	66' x 30'	20	25	18	65
C: 101, 102, 105, 106	1,822	65' x 28'	23	25	21	65
ABC: 101, 102, 105, 106	5,390	67' x 86'	64	66	57	192
A: 103, 104	1,418	52' x 28'	16	17	15	50
B: 103, 104	1,281	51' x 25'	16	15	15	45
AB: 103, 104	2,699	52' x 53'	27	32	30	96

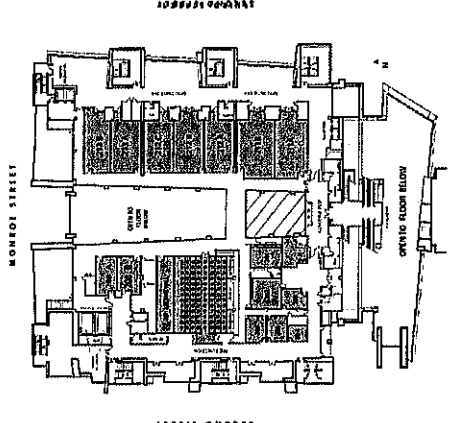
200 LEVEL - CONFERENCE ROOM	AREA SF*	DIMENSIONS	THEATER	CLASSROOM
208A	762	32' x 23'	8	8
208B	673	32' x 21'	8	8
208	1,435	32' x 44'	22	12
211A	1,817	55' x 32'	18	33
211B	2,036	55' x 36'	24	26
211	3,853	55' x 68'	46	51
212A	1,420	49' x 28'	15	16
212B	1,580	49' x 30'	15	16
212C	1,432	49' x 28'	15	16
212	4,432	49' x 86'	54	56
213A	1,429	49' x 28'	15	16
213B	1,438	49' x 26'	15	16
213	2,867	49' x 54'	32	31
LECTURE HALL	AREA SF*	DIMENSIONS	TIERED CLASSROOM	
207	4,735	72' x 66'	102	

300 LEVEL - BALLROOM	AREA SF*	DIMENSIONS	THEATER	CLASSROOM	BANQUET	EXHIBIT	MAX CAP.
301A-D	45,200	169 x 268	594	486	528	253	1614
301A	14,800	169' x 86'	198	162	177	84	528
301A	(14,800)	(169' x 86')	(1200 telescopic riser seating)				
301AB	19,800	169 x 117				112	707
301BC	15,000	169 x 90	198	164	177	86	535
301C	10,000	169 x 60				58	357
301CD	25,400	169 x 151				144	907
301D	15,400	169 x 92	198	160	174	86	550

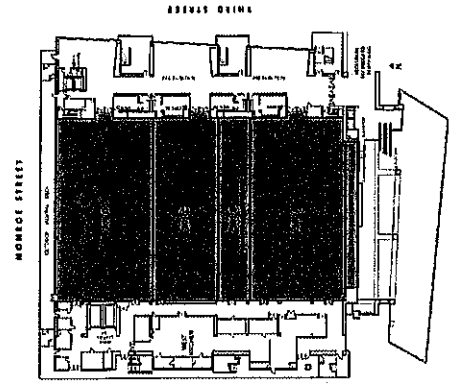
100 LEVEL - MEETING ROOMS



200 LEVEL - MEETING ROOMS



300 LEVEL - BALLROOM



* SF Area Rounded

PHOENIX | **NORTH BUILDING**
COVID-19 CAPACITIES

100 and 200 LEVELS - MEETING ROOMS	AREA SF*	DIMENSIONS	THEATER	CLASSROOM	BANQUET	MAX CAP.
A: 121, 131, 221, 231	1,500	54' x 29'	20	25	15	53
B: 121, 131, 221, 231	1,560	54' x 30'	22	25	15	55
C: 121, 131, 221, 231	1,500	54' x 29'	20	25	15	53
ABC: 121, 131, 221, 231	4,560	54' x 88'	63	66	57	162
A: 122, 132, 222, 232	1,500	54' x 29'	20	25	15	53
B: 122, 132, 222, 232	1,560	54' x 30'	22	25	15	55
C: 122, 132, 222, 232	1,500	54' x 29'	20	25	15	53
ABC: 122, 132, 222, 232	4,560	54' x 88'	63	66	57	162
123, 130, 223, 230	1,560	54' x 30'	20	25	15	55
A: 124, 129, 224, 229	2,180	38' x 60'	32	27	33	77
B: 124, 129, 224, 229	2,180	38' x 60'	32	27	33	77
AB: 124, 129, 224, 229	4,360	76' x 60'	67	65	66	155
A: 125, 225	1,380	52' x 29'	18	21	15	49
B: 125, 225	1,360	51' x 29'	18	21	15	48
AB: 125, 225	2,740	52' x 58'	36	37	36	97
A: 126, 226	1,300	49' x 29'	18	17	15	46
B: 126, 226	1,360	49' x 30'	20	17	15	48
C: 126, 226	1,300	48' x 29'	18	17	15	46
ABC: 126, 226	3,960	49' x 88'	51	56	57	141
A: 127, 227	1,300	48' x 29'	18	17	15	46
B: 127, 227	1,360	49' x 30'	20	17	15	48
C: 127, 227	1,300	49' x 29'	18	17	15	46
ABC: 127, 227	3,960	49' x 88'	51	56	57	141
A: 128, 228	1,360	51' x 29'	18	21	15	48
B: 128, 228	1,380	52' x 29'	18	21	15	49
AB: 128, 228	2,740	52' x 58'	36	37	36	97

*SF Area Rounded
*120CD cannot be used alone

100 LEVEL - BALLROOM

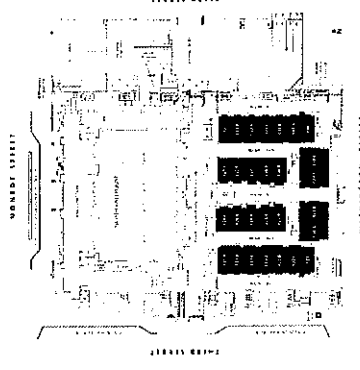
100 LEVEL - BALLROOM	AREA SF*	DIMENSIONS	THEATER	CLASSROOM	BANQUET	MAX CAP.
120A, 120D	15,000	91' x 165'	179	226	177	555
120AB, 120CD	22,800	139' x 165'	274	312	264	814
120B	7,000	47' x 165'				
120BC	15,600	94' x 165'	179	236	177	557

300 LEVEL - EXHIBITION HALL

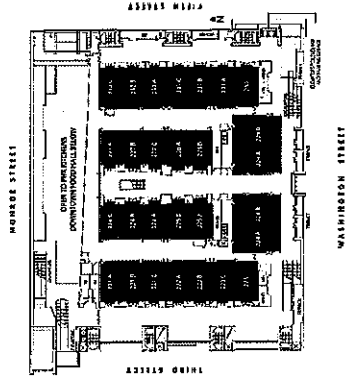
300 LEVEL - EXHIBITION HALL	AREA SF*	DIMENSIONS	THEATER	CLASSROOM	BANQUET	MAX CAP.
HALL A	48,600	153' x 310'				1735
HALL B	27,900	90' x 310'				996
HALL C	27,900	90' x 310'				996
HALL D	27,900	90' x 310'				996
HALL E	57,000	183' x 310'				2035

Upon request customized seating configurations may be provided

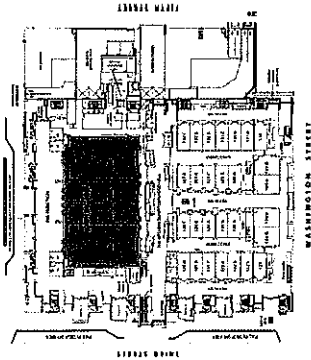
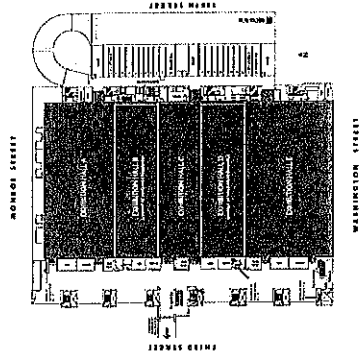
100 LEVEL - MEETING ROOMS



200 LEVEL - MEETING ROOMS

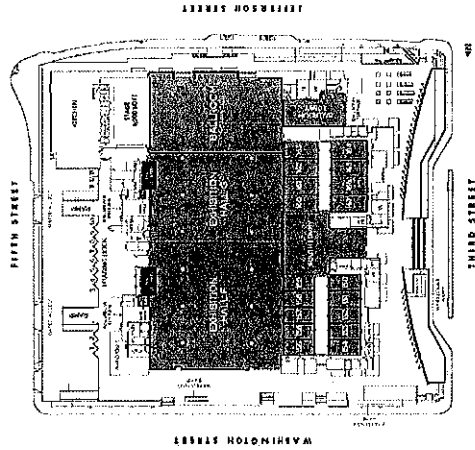


300 LEVEL - EXHIBITION HALL



PHOENIX SOUTH BUILDING COVID-19 CAPACITIES

MEETING ROOMS and EXHIBITION SPACE	AREA SF*	DIMENSIONS	THEATER	CLASSROOM	BANQUET	RECEPTION	MAX CAP.
HALLS-STREET LEVEL							
HALL F	48,000	212 x 229				236	1714
HALL G	34,000	151 x 229				186	1214
BALLROOM	28,000	125 x 226	434	350	381	138	1000
ROOMS-STREET LEVEL							
150-159 (entire room)	17,000	129 x 134	310	250	252		607
150-154 (each)	1,400	26 x 53	15	15	18		50
155-159 (each)	1,300	26 x 51	15	15	18		46
160-167 (entire room)	16,400	118 x 140	304	240	228		585
160-167 (each)							60



*SF Area Rounded



GBAC STAR™ Accredited Facility

We're pleased to share that our Phoenix Convention Center was the first public venue in Arizona to become a GBAC STAR™ accredited facility with the Global Biorisk Advisory Council (GBAC). Recognized as the gold standard of safe venues, GBAC STAR™ provides third-party validation to ensure the implementation of rigorous protocols in response to bio risk situations.

The GBAC Accreditation program enables facilities to maximize product use and best practices for sanitization and train staff to implement them at the level needed to thoroughly sterilize and clean environments in the era of Covid-19.

While routines and procedures may look different than they did in the past, your future is safe with us.

Visit phoenixconventioncenter.com to learn more.

Phoenix Convention Center & Venues
100 N. 3rd St.,
Phoenix, AZ 85004

THE AMERICAN LEGION
102nd NATIONAL CONVENTION • MEETING MATRIX
PHYSICAL DISTANCING MEETING MATRIX

Friday, August 13 – Friday, September 3, 2021

Convention & Meetings Office (DNP)

Sheraton, Hospitality Suite 432

Saturday, August 21 – Thursday, September 2, 2021

National Headquarters Staff Offices

Phoenix Convention Center, West Building, 301 Ballroom, 300 Level

(24-hour hold) (Secure Keyed Room)

Move in & set up National Staff offices on 8/21/2021 – Shepard (SHP)

National Staff Offices (Diagram by SHP) open 9:00A.M. – 3:00P.M. on 8/24

8:00A.M. – 5:00P.M. on 8/25 - 8/28 & 8/30 – 9/1

8:00A.M. – 2:00P.M. on Sunday, 8/29

8:00A.M. – Until close of convention on Thursday, 9/2

Other items:

Onsite Registration Set-up on 8/25 (SHP), PCC North Bldg, Third Floor Skybridge
(across from escalators) will need 6 ft apart floor stickers

Three 53' semi-trailers & two 26' boxed trucks arrive on 8/24

One 20' Markey's straight truck arrives – to be at dock through 9/2/2021

Two 53' Markey's semi-trailers arrive – one to be at dock through 9/2/2021

Auxiliary Gen Sess. (8/31 – 9/2); North Bldg, Exhibition Hall 4 & 5, Lower Level

Auxiliary Gen Sess. move-in 8/24; North Bldg, Exhibition Hall 4 & 5, Lower Level

SAL Gen Sess. Move in 8/26; North Bldg, Exhibition Hall 6, Lower Level (24-hour hold)

SAL Gen Sess. 8/27 - 8/29; North Bldg, Exhibition Hall 6, Lower Level (24-hour hold)

SAL Pre-NEC (max theatre 63; HT for 8) 8/27; 10A.M.–North Bldg, 122, 100 Level

SAL Cmte Mtgs (max theatre 64; HT for 2) 8/27; 8:30A.M.–North Bldg, 121, 100 Level

SAL Cmte Mtgs (max theatre 67; HT for 2) 8/27; 8:30A.M. – North Bldg, 124, 100 Level

SAL Cmte Mtgs (max theatre 67; HT for 2) 8/27; 8:30A.M. – North Bldg, 129, 100 Level

SAL Mtg (12 conference) 8/27; 8:30A.M – North Bldg, 123, 100 Level

SAL Post-NEC Mtg (Same Set) 8/29 – North Bldg, Exhibition Hall 6, Lower Level

SAL Transition Mtg (max theatre 67; HT for 8) 8/30; North Bldg, 124, 100 Level

Sunday, August 22 – Thursday, September 2, 2021

Shipping and Document Center

Phoenix Convention Center, West Building, 301 Ballroom, 300 Level (Secure Keyed Room)

8:00A.M. – 4:30P.M. Daily (24-hour hold)

15 eight-foot skirted tables and three chairs inside room (Diagram provided by SHP)

Two large trash cans to be provided by the convention center

Two 53' STI semi-trailers arrive in late evening

Monday, August 23, 2021

General Sessions Set Up (Set up/move-in continues 8/24 – opening day 8/31)

Phoenix Convention Center, North Building, Exhibition Hall A-E, 300 Level (24-hour hold)

Set up hall for American Legion General Session

Markey's Rental & Staging (MRS) to provide diagram

Max out theater, minus first section & flown screens for Color Guard Contest Friday

Auxiliary General Sessions (8/31 – 9/2), North Bldg, Exhibition Hall 4 & 5, Lower Level

SAL General Sessions (8/27 – 8/29) North Bldg, Exhibition Hall 6, Lower Level

Two 53' semi-trailers arrive

Tuesday, August 24 – Sunday, August 29, 2021

Badges and Packets

Phoenix Convention Center, West Building, 301 Ballroom, 300 Level (Secure Keyed Room)

8:00A.M. – 4:30P.M. (Opens at 8:00A.M. on 8/24; closes at 12:00P.M. on 8/29)

20 eight-foot skirted tables and 40 chairs – SHP (Diagram provided by SHP)

**Items below to be delivered to Badges & Packets area

Assorted soft drinks to serve 30 on 8/24 - 8/28, 8:00A.M. (BOC) (12:00P.M. on 8/24)

Coffee and decaf coffee to serve 30 on 8/24 – 8/28, 8:00A.M. (12:00P.M. on 8/25) –

Attendant to serve

Assorted tea bags with hot water (BOC) - Attendant to serve

Three doz assorted fresh baked pastries/donuts on 8/25 - 8/28; deliver at 8:00A.M. daily

Remaining F&B to be delivered promptly at 11:30A.M. each day except noted:

40 boxed lunches on 8/24 at 11:45A.M.

40 boxed lunches on 8/25 at 11:45A.M.

30 boxed lunches on 8/26 at 11:30A.M.

30 boxed lunches on 8/27 at 11:30A.M.

20 boxed lunches on 8/28 at 11:30A.M.

Tuesday, August 24, 2021

Exhibit Hall & Emblem Sales Store Set-up

Phoenix Convention Center, West Building, Exhibition Hall 1-3, Lower Level (24-hour hold)

Move-in and set up by SHP (Set up & Move-in continues 8/25 and 8/26)

PCC to place food kiosks & rounds of four in Exhibition Hall 1-3 (see diagram)

Wednesday, August 25, 2021

The American Legion Employment Innovation Taskforce

Sheraton, Valley of the Sun Ballroom A-C, Second Level

9:00A.M. – 4:30P.M.

Hollow Square for 30 (1 per 6 ft); Internet access for two devices

LCD projector & screen centered in front of room, laptop audio; Client to bring laptop

All F&B inside room

Gallon coffee, gallon decaf coffee, gallon hot tea–refresh as needed - Attendant to serve

Menu – TBD

Bottled water and assortment of sodas (BOC)

American Flag in front of room

Wednesday, August 25, 2021

Distinguished Guest Registration

Phoenix Convention Center, West Building, Room 211 A, 200 Level

(Secure Keyed Room)

12:00P.M. – 4:30P.M. (24-hour hold)

Coffee, and decaf coffee to serve 20 (refresh on call) - Attendant to serve

Assorted juices, sodas, regular, diet & caffeine free, bottled water (BOC) (refresh on call)

Audio & Video feed from general sessions into this room; place on Monday, 8/30 – MRS

Secure Keyed Room (Recore Lock); 24-hour hold

One 42”–55” Flat Screen Plasma HDTV with cable access; place on Monday, 8/30–MRS

Three eight-foot skirted tables and four chairs – SHP

Thursday, August 26, 2021

Distinguished Guest Registration

Phoenix Convention Center, West Building, Room 211 A, 200 Level

(Secure Keyed Room)

8:00A.M. – 4:30P.M. (24-hour hold)

Coffee, and decaf coffee to serve 20 at 7:30A.M. (refresh on call) - Attendant to serve

Assorted juices sodas, regular, diet and caffeine free, bottled water at 7:30A.M. (refresh on call)

Thursday, August 26 – Thursday, September 2, 2021

Finance Office

Phoenix Convention Center, West Building, Room 201, 200 Level (24-hour hold)

8:00A.M. – 5:00P.M. on 8/26 - 8/28 and 8/30 – 9/1

8:00A.M. – 3:00P.M. on Sunday, 8/29

8:00A.M. – 10:00A.M. on Thursday, 9/2

Four eight-foot skirted tables and eight chairs

Two six-foot skirted tables outside entrance, in foyer, with four chairs

One waste basket (SHP to provide); Internet access; Secure Keyed Room (recore lock)

Audio & Video feed from general session to this room – MRS

Thursday, August 26, 2021

Hiring Our Heroes Transition and Benefits Career Fair

Sheraton, Phoenix Ballroom A-C, Third Level

7:00A.M. – 4:00P.M. (Actual Benefits Career Fair begins at 1:00P.M.)

Rounds of four for 200

Two six-foot skirted tables & five chairs outside room for registration

LCD Projector Package with screen; Internet for 5 devices

Lectern with microphone on small riser centered at front of room

American Flag in front of room

Thursday, August 26, 2021

Continuing Education Workshops (7 Rooms)

Sheraton, Valley of the Sun AB, Valley of the Sun DE, Ahwatukee, Laveen, Maryvale, Encanto, Estrella, Second Level

8:00A.M. – 5:00P.M.

Max out theater style for each: Valley of the Sun AB = 53

Valley of the Sun DE = 57; Ahwatukee = 40; Laveen = 40; Maryvale = 56; Encanto = 98

Estrella = 26

Thursday, August 26, 2021

Directors Meeting

Sheraton, Valley of the Sun C, Second Level

8:30A.M. – 10:30A.M.

Conference style for 32 (1 per 6 ft)

One gallon coffee and one gallon decaf – no refresh - Attendant to serve

Assorted tea bags with hot water (BOC) - Attendant to serve

Bottled orange and cranberry juices (BOC)

Assorted sodas, bottled tea & water (BOC)

Assorted donuts/pastries/muffins to serve 30 – no refresh (Pre-Packaged)

American Flag in front of room

Thursday, August 26, 2021

Employment Workshops- Civilian Resume, Financial Literacy, & Federal Resume

Sheraton, Phoenix Ballroom D & E, Third Level

9:00A.M. – 4:00P.M.

Rounds of four for 100; Head Table for six; Lectern with microphone, stage right of HT
LCD projector & screen centered in front of room with laptop audio

Client will bring laptop; Internet access for presenter only; Three wireless microphones

Two gallons of coffee and one gallon of decaf; Bottled water (BOC) - Attendant to serve

Flavored teas - Attendant to serve

Six-foot skirted table with two chairs outside of room; Easel outside room

Employment Networking Luncheon to be served inside room at Noon – 1:00PM

Luncheon Menu TBD

American Flag in front of room

Friday, August 27, 2021

National Security Commission Bus Trip (OFF-SITE)

TBD

Depart at TBD and return by TBD; Load One bus at TBD of the PCC
100 chilled bottled water in disposable coolers - PCC to provide

Friday, August 27, 2021

Community Outreach Project Shuttle (OFF-SITE)

TBD

Load two buses TBD at the PCC at TBD; Table with two chairs inside doors at TBD

Friday, August 27, 2021

Distinguished Guest Registration

Phoenix Convention Center, West Building, Room 211 A, 200 Level

(Secure Keyed Room)

8:00A.M. – 4:30P.M. (24-hour hold)

Coffee and decaf coffee to serve 20 at 7:30A.M. (refresh on call) - Attendant to serve
Assorted juices, sodas, regular, diet, caffeine free, bottled water at 7:30A.M.
(refresh on call)

Friday, August 27, 2021

Exhibit Hall & Emblem Sales Store

Phoenix Convention Center, West Building, Exhibition Hall 1-3, Lower Level

8:00A.M. – 3:30P.M. (24-hour hold)

PCC to place food kiosks & rounds of four in Exhibition Hall 1-3 (see diagram)

Friday, August 27 – Thursday, September 2, 2021

Auxiliary Meetings

Phoenix Convention Center, North Building, Rooms 127 – 132, 100 Level

8:00A.M. – 5:00P.M.

All arrangements/costs through American Legion Auxiliary

Friday, August 27, 2021

National Convention Resolutions Assignment Committee

Sheraton, Encanto, Second Level

8:00A.M. – 5:00P.M. (24-hour hold)

Conference style for 32 (1 per 6ft); Electrical power cord needed for laptop computer
Six-foot skirted table in corner of room to place paper supplies
Five additional chairs in room against wall (6 feet apart)
Coffee and decaf coffee to serve 20 - Attendant to serve
Assorted tea bags with hot water (BOC) - Attendant to serve
Two dozen pastries & glazed donuts (Pre-Packaged)
Refreshments served at 7:30A.M. daily; refresh beverages at approximately 10:30A.M.
American Flag in front of room

Friday, August 27, 2021

National Security Committee Baseline Meeting

Sheraton, Valley of the Sun D & E, Second Level

8:00A.M. – 7:00P.M.

Classroom for 50

LCD Projector package; podium mic; Internet for presenter only

Bottled Water (BOC)

Friday, August 27, 2021

Veterans Affairs & Rehabilitation Screening Committee

Phoenix Convention Center, North Building, Room 225, 200 Level

8:00A.M. – 12:00P.M.

Conference style for 12 (1 per 6 ft); LCD projector & screen package

20 chairs in back of room

Coffee and decaf coffee to serve 24 – no refresh - Attendant to serve

Two dozen assorted pastries - Pre-Packaged and Attendant to serve

Two carafes of chilled orange juice – no refresh - Attendant to serve

American Flag in front of room

Friday, August 27, 2021

Americanism Resolutions Screening Committee

Sheraton, Maryvale, Second Level

9:00A.M. – 1:00P.M.

Conference style for 20 (1 per 6 ft)

18 additional chairs around perimeter of room – 6 ft apart

American Flag in front of room

Friday, August 27, 2021

Veterans Employment & Education Screening Committee

Phoenix Convention Center, North Building, Room 228, 200 Level

9:00A.M. – 4:00P.M.

Max out classroom style (1 per 6 ft)

25 additional chairs around perimeter of room - 6 ft apart

One gallon of regular coffee and a gallon of decaf coffee – no refresh - Attendant to serve

One dozen bagels with cream cheese – no refresh - Pre-Packaged and attendant to serve

One dozen muffins with butter - Pre-Packaged and attendant to serve

Two carafes of chilled orange juice – no refresh - Attendant to serve

Six-foot skirted table outside entrance

American Flag in front of room

Friday, August 27, 2021

Color Guard/Band Contests Meeting

Phoenix Convention Center, North Building, North Ballroom, 100 Level

11:30A.M. – 4:30P.M.

Max out theater style for 300; Head table for six on riser
Lectern with microphone on head table
Floor microphone centered in room; Lavalier mic at head table; slide advancer
LCD projector & screen package with laptop audio; speaker to bring own laptop
Three six-foot skirted tables at entrance to room
Six-foot skirted table near head table at side of room positioned near an electrical outlet
American Flag in front of room

Friday, August 27, 2021

TBI/PTSD Committee

Phoenix Convention Center, North Building, Room 225, 100 Level

1:00P.M. – 5:00P.M.

Existing set (refresh room at Noon)
One gallon of regular coffee and one gallon of decaf coffee – Attendant to serve

Friday, August 27, 2021

Commission Chairman Meeting (DO NOT POST)

Sheraton, Maryvale, Second Level

4:00P.M. – 6:00P.M.

Existing set; Conference for 20 (1 per 6 ft)
Add LCD projection package with screen
Water service on table with glasses
Easel outside entrance to room
American Flag in front of room

Friday, August 27, 2021

Color Guard Contests

Phoenix Convention Center, North Building, Exhibition Hall A-E, 300 Level (24-hour hold)

4:00P.M. – 7:30P.M.

Use existing seating minus entire first section of chairs
Standing microphone with PA system centered in front of seats (MRS); Internet Access
Two chairs and wastebaskets at each table (SHP); 5 additional chairs for judges
Small bottles of water on each judges' table provided by PCC
Floor area 40' x 60' to be taped marking contest area
Raised judges' platform placed per the Chief Judge of Contests' instruction
Two eight-foot skirted tables, four chairs and two table microphones
Two eight-foot skirted tables adjacent to riser; this will be the awards table
EMT on duty in the hall for the entire competition
The exact placement of these items will be communicated once onsite
Coffee service to serve 20 people, placed out of sight – backstage for judges- Attendant to serve

Friday, August 27, 2021

Band Contest Rehearsals – Possibly North Ballroom – existing set – need to ask Roxanne about
Symphony Hall PD

Phoenix Convention Center, West Building, Symphony Hall, 100 Level

5:00PM – 11:00 PM (24-hour hold)

100 chairs (6 ft apart) in a half circle in each room; 70 music stands/equipment – TBD

Friday, August 27, 2021

NS Division Staff and Chairman Meeting (DNP)

Sheraton, Ahwatukee B, Second Level

5:00P.M. – 7:00P.M.

Conference for 12 (1 per 6 ft) (maxed out)

Friday, August 27, 2021

Ye STEIVOS Reception Sponsored by Comcast Universal

Sheraton, Valley of the Sun Ballroom C, Second Level

5:30P.M. – 7:00P.M.

Flow reception for 75 with a serpentine buffet table centered in room

Lectern with microphone through house sound on small riser

Banner hung by Hotel - Banner provided by Convention & Meetings Office

Cocktail rounds (standing & sitting) and regular rounds throughout the room for 60

Assorted soft drinks, including diet and caffeine free soft drinks; bottled water

Host Bar with Premium Liquor, Domestic Beer, Soft Drinks and Bottled Water

Menu - TBD

American Flag in room

Saturday, August 28, 2021

Convention Commission

Sheraton, Valley of the Sun Ballroom D & E, Second Level

8:00A.M. – 9:00A.M.

Classroom style for 32 (1 per 6 ft); Head table for 6

Coffee and decaf coffee to serve 25 - Attendant to serve

Assorted soft drinks, bottled tea and water (BOC)

Assorted tea bags with hot water (BOC) - Attendant to serve

One doz. assorted muffins, bagels and danish & two doz. glazed donuts (Pre-Packaged)

American Flag in front of room

Saturday, August 28, 2021

Distinguished Guest Registration

Phoenix Convention Center, West Building, Room 211 A, 200 Level (Secure Keyed Room)

8:00A.M. – 4:30P.M. (24-hour hold)

Coffee and decaf coffee to serve 20 at 7:30A.M. (refresh on call) - Attendant to serve

Assorted juices, sodas, regular, diet, caffeine free, bottled water at 7:30A.M.

(refresh on call)

Saturday, August 28, 2021

Exhibit Hall & Emblem Sales Store

Phoenix Convention Center, West Building, Exhibition Hall 1-3, Lower Level

8:00A.M. – 3:30P.M. (24-hour hold)

PCC to place food kiosks & rounds of four in Exhibition Hall 1-3 (see diagram)

Saturday, August 28, 2021

National Convention Resolutions Assignment Committee

Sheraton, Encanto, Second Level

8:00A.M. – 5:00P.M. (24-hour hold)

Conference style for 30 (1 per 6ft); power cord for laptop computer

Six-foot skirted table in corner of room for paper supplies

Five additional chairs (6 ft apart) in room against wall

Coffee and decaf coffee to serve 20 - Attendant to serve

Assorted tea bags with hot water (BOC) - Attendant to serve

Two dozen pastries and glazed donuts (Pre-Packaged) – refresh once in the morning

Refreshments served at 7:30A.M. daily; refresh beverages at approximately 10:30A.M.

American Flag in front of room

Saturday, August 28, 2021

SAL Jr. Room

Phoenix Convention Center, North Building, Room 123, 100 Level

8:00A.M. – 5:00P.M. (24-hour hold)

Rounds of 4 for 20 (maxed out); 65 Inch TV

Boxed Lunch for 31 Saturday only

Saturday, August 28, 2021

Americanism Commission

Phoenix Convention Center, North Building, North Ballroom, 100 Level

8:30A.M. – 12:30P.M. (hold until 5:00P.M.)

Existing set (theatre for 300)

Floor microphone centered in room; Lavalier mic at head table; slide advancer

Laptop audio; speaker to bring own laptop

Three six-foot skirted tables at entrance to room

Six-foot skirted table near HT at side of room positioned near an electrical outlet

Easel on floor in front of riser

American Flag in front of room

Saturday, August 28, 2021

Constitution & By-Laws Committee

Sheraton, Maryvale, Second Level

8:30A.M. – 11:00A.M.

Existing Set from previous day; Conference style for 20 (1 per 6 ft) – NO A/V

American Flag in front of room

Saturday, August 28, 2021

Emblem Committee

Phoenix Convention Center, North Building, Room 228, 200 Level

8:30A.M. – 12:00P.M.

Max out classroom style; Head table for 2
American Flag in front of room

Saturday, August 28, 2021

Internal Affairs Commission

Sheraton, Paradise Valley, Second Level

8:30A.M. – 12:00P.M.

Theater style for 48 (maxed out); Head table for eight
Lectern with microphone centered on HT
American Flag in front of room

Saturday, August 28, 2021

Veterans Affairs & Rehabilitation Commission

Phoenix Convention Center, South Building, Ballroom

8:30A.M. – 4:00P.M.

Theater style for 300; Head table for six on riser
Four table microphones on head table, two stage left & two stage right
Three skirted tables in back of room; Lectern with microphone stage left on head table
Four floor microphones centrally located in room; Mixer for mics - all into house sound
Two LCD projectors & screen packages, laptop audio, internet access
DVD player through LCD; Laser pointer (MRS), presenter will speak from lectern
Speaker will bring own laptop
American flag in front of room

Saturday, August 28, 2021

Veterans Employment & Education Commission

Sheraton, Valley of the Sun Ballroom C, Second Level

8:30A.M. – 4:00P.M.

Rounds of 4 for 100; Head table on riser for seven with ramp
Lectern with microphone centered on head table; Three wireless microphones
LCD projector & screen package; Internet access for two devices
Laptop audio; Client will bring laptop
Coffee and decaf coffee to serve 40 - Attendant to serve
Assorted tea bags with hot water (BOC) - Attendant to serve
Six-foot skirted table in back of room for handouts; Easel outside of room
American Flag stage right on head table riser

Saturday, August 28, 2021

Membership Training Utilizing Subject Matter Experts

Phoenix Convention Center, West Building, Exhibition Hall 1-3, Lower Level

9:00A.M. – 3:00P.M. (main stage)

Max out theater style - SHP

LCD package with laptop audio; Slide advancing remote and WiFi - MRS

Lectern with microphone adjacent to A/V - MRS

Wireless mic for speaker and Handheld mic - MRS

Skirted table in back of room for handouts - SHP

American Flag in front of room

Saturday, August 28, 2021

Finance Commission

Sheraton, Phoenix Ballroom C, Third Level

9:00A.M. – 12:00P.M.

U shape for 20 (1 per 6 ft); Notepads and pens on table

Power to each side of the U and at each table

LCD projector package with large screen; Wi-Fi for 20

Lectern with mic; client will bring own laptop

20 additional chairs (6 ft apart) for guests against walls, not at table

Two gallons coffee and one gallon decaf – refresh as needed - Attendant to serve

Assorted soft drinks & bottled water in the afternoon (BOC)

Two dozen danish (Pre-Packaged and attendant to serve); Assorted cereals with milk

American Flag in front of room

Saturday, August 28, 2021

Legislative Commission

Phoenix Convention Center, South Building, Exhibition Hall G

9:00A.M. – 3:00P.M.

Theater for 150; Head table for six; Lectern with microphone stage left;

Five Wireless Mics at the head table and in-room tech

Client will bring own PC laptop (VGA)

LCD package; Wi-Fi for 5 users

Coffee, decaf, hot tea - Attendant to serve

Bottled water (BOC)

Easel outside entrance to room

American Flag in front of room

Saturday, August 28, 2021

Marketing Commission

Sheraton, Phoenix Ballroom D & E, Third Level

9:00A.M. – 5:00P.M.

U shape for 35 (1 per 6 ft)

Lectern with microphone at open end of U; table top mic at the back of U

60 additional chairs (6 ft apart) in room on both sides of U-shaped seating

LCD projector package; Laptop audio; Client to bring own laptop

Coffee, decaf, hot tea - Attendant to serve; Assorted sodas & bottled water (BOC)

Assorted pastries (Pre-Packaged)

Easel outside entrance to room

American Flag in front of room

Saturday, August 28, 2021

Media & Communications Commission

Sheraton, Phoenix Ballroom A & B, Third Level

9:00A.M. – 12:00P.M.

Classroom style for 44; Head table for 8; Centered Lectern at Head table with mic

Max out theater style back of room

One chair near flag for POW/MIA cover

Cocktail table with chair outside entrance

LCD projector and screen package with comp audio; Client to bring a MAC laptop

Internet access for presenter; comp audio to head table; Notepads and pens on tables

Assorted soft drinks and bottled water (BOC)

Gallon coffee and decaf - Attendant to serve

American Flag in front of room

Saturday, August 28, 2021

National Security Commission/POW& MIA Update

Phoenix Convention Center, South Building, Exhibition Hall F

9:00A.M. – 11:30A.M.

Theater style for 400; Four comfortable chairs on riser (SHP)

Lectern with microphone stage left corner; Four Lavalier microphones for speakers

Two floor microphones centrally located in room

Two eight-foot skirted tables near entrance to room

LCD projector with two screens, one screen in each corner with laptop audio

Laser pointer; Client will bring own PC laptop (VGA)

POW/MIA table and setting – Convention & Meetings Office will brief Center Staff

American Flag in front of room

Saturday, August 28, 2021

Membership & Post Activities Committee

Sheraton, Valley of the Sun Ballroom A & B, Second Level

10:30A.M. – 11:30A.M.

Max out theater style (53); Head table for two
Lectern with microphone centered at head table
American Flag in front of room

Saturday, August 28, 2021

Health Administration Committee

Phoenix Convention Center, South Building, 160-167

10:30A.M. – 12:00P.M.

Hollow square for 75; Head table for four
LCD projector & screen package; Lav microphone
American Flag in front of room

Saturday, August 28, 2021

National Cemetery Committee

Phoenix Convention Center, South Building, 150-159

10:30A.M. – 12:00P.M.

Hollow square for 75; Head table for four
LCD projector & screen package; Lav microphone
American Flag in front of room

Saturday, August 28, 2021

Finance Commission Luncheon

Sheraton, Ahwatukee, Second Level

11:30A.M. – 1:30P.M.

Eight rounds of four – GTD for 2021= TBD
Ultra-Premium Host bar, assorted soft drinks, wine and assorted beer, including
non-alcoholic beer beginning at 11:30A.M.
Lunch to be served promptly at 12:00P.M.; Menu - TBD
Regular and decaf coffee- Attendant to serve; Specialty teas and iced tea
American Flag in room

Saturday, August 28, 2021

National Historian's Luncheon

Sheraton, Laveen, Second Floor

11:30A.M. – 1:30P.M.

Rounds of four for 35; GTD- TBD
Lectern centered in front of room; wireless mic as the podium mic
Six-foot skirted table with two chairs in back of room near entrance
Menu – TBD; Bread service requested; Coffee, iced tea and water (pre-set)
American Flag in front of room
All arrangements/costs* through Jim Mariner, National Historian
Email: James.Mariner@state.nm.us; middle1one@gmail.com; Phone: (505) 670-1255

Saturday, August 28, 2021

IT Oversight Committee

Sheraton, Phoenix Ballroom C, Third Level

1:00P.M. – 5:00P.M.

Existing set; refresh room at Noon

Saturday, August 28, 2021

Band Contest – may have to be in TAL Gen Sess Room

Phoenix Convention Center, West Building, Symphony Hall, 100 Level

1:00P.M. – 6:00P.M.

Semi-circular seating for 100 (6 ft apart) band members on floor in front of stage

Three eight-foot skirted tables on riser, location to be determined prior to contest

Three additional eight-foot skirted tables, location to be determined

Twelve Chairs; wastebaskets at each table on the riser; Internet Access

75 music stands provided by TBD; Band Conductor's Podium/Riser

Note: 8:00AM–until contests conclude: Band warm-ups, Symphony Hall

Saturday, August 28, 2021

National Security Commission Joint Meeting with: Aerospace Committee, Conventional Armed Forces Committee, Foreign Relations Committee, Law and Order & Homeland Security Committee, Military Benefits & Quality of Life Committee, National Guard & Reserve Forces Committee, and Unconventional Forces & Intelligence Committee

(Same room/same set from the morning as National Security Commission Meeting)

Phoenix Convention Center, South Building, Exhibition Hall F

1:30P.M. – 4:00P.M.

Aerospace Committee

Phoenix Convention Center, North Building, Room 221, 200 Level

1:45P.M. – 4:00P.M.

Max out Theater style (63); Head table for four

Conventional Armed Forces Committee

Phoenix Convention Center, North Building, Room 231, 200 Level

1:45P.M. – 4:00P.M.

Max out Theater style (63); Head table for two

Foreign Relations Committee

Phoenix Convention Center, North Building, Room 229, 200 Level

1:45P.M. – 4:00P.M.

Max out Theater style (67); Head table for two

Law and Order & Homeland Security Committee

Phoenix Convention Center, North Building, Room 232, 200 Level

1:45P.M. – 4:00P.M.

Max out Theater style (63); Head table for four

Military Benefits & Quality of Life Committee

Phoenix Convention Center, North Building, Room 225, 100 Level
1:45P.M. – 4:00P.M.

Max out Theater style (36); Head table for four

National Guard & Reserve Forces Committee

Phoenix Convention Center, North Building, Room 227, 100 Level
1:45P.M. – 4:00P.M.

Max out Theater style (51); Head table for four

Unconventional Forces & Intelligence Committee

Phoenix Convention Center, North Building, Room 226, 100 Level
1:45P.M. – 4:00P.M.

Max out Theater style (51); Head table for six

Saturday, August 28, 2021

National American Legion College Alumni Association (NALCAA) Annual Business Meeting

Sheraton, Paradise Valley, Second Level
3:30P.M. – 5:00P.M.

Use Existing Set: Head table for eight; Remove A/V
American Flag in front of room

Saturday, August 28, 2021

National Membership Reception (Do Not Post)

Sheraton, Valley of the Sun Ballroom A & B, Second Level
4:00P.M. – 7:00P.M.

Rounds of four for 100; table stanchions/reserved signs
Lectern with microphone; no staging
Menu – TBD; Host Premium Bar
Easel outside entrance to room
American Flag in front of room

Sunday, August 29, 2021

ANAVICUS Breakfast- TBD

7:00A.M. – 9:00A.M. (Room ready to go by 6:00A.M. - Doors open at 6:30A.M.)

Head Table for 15 on an 8” riser, flush against wall or must have railing (Please provide diagram to Convention & Meetings Office for review)

Floor lectern with light and microphone on stage

Rounds of four for 620 – GTD for 2021= TBD (includes Head Table)

Three eight-foot skirted tables stage right on floor for awards to be placed

Two eight-foot skirted tables near outside entrance to room with two chairs at 5:00A.M.

Computer audio (do not place on stage)

Nine reserved table signs (Six for inductees in front and three in the rear for staff)

Menu – TBD; Regular Coffee, decaf Coffee, and hot tea; ice water (pre-set)

American Flag with stand with 2 additional flag stands on head table

Sunday, August 29, 2021

National Chaplain's Breakfast

Phoenix Convention Center, North Building, Room 224, 200 Level

7:00A.M. – 9:00A.M.

Max out rounds of four (88); 2021 GTD = TBD

Table numbers and stanchions

Head table, on floor, for TBD; Lectern with microphone centered on HT

Six-foot skirted table with two chairs outside entrance of room

Menu –TBD; Coffee and Decaf

American Flag in front of room

Sunday, August 29, 2021

Distinguished Guest Registration

Phoenix Convention Center, West Building, Room 211 A, 200 Level (Secure Keyed Room)

8:00A.M. – 2:00P.M. (24-hour hold)

Coffee and decaf coffee to serve 20 at 7:30A.M. (refresh on call) - Attendant to serve

Assorted juices, sodas, regular, diet, caffeine free, bottled water at 7:30A.M.

(refresh on call)

Sunday, August 29, 2021

Exhibit Hall & Emblem Sales Store

Phoenix Convention Center, West Building, Exhibition Hall 1-3, Lower Level

8:00A.M. – 2:00P.M. (24-hour hold)

PCC to place food kiosks & rounds of four in Exhibition Hall 1-3 (see diagram)

Sunday, August 29, 2021

Americanism Convention Committee Joint Meeting: Americanism Convention Subcommittee and Children & Youth Convention Subcommittee

Phoenix Convention Center, North Building, North Ballroom, 100 Level

8:30A.M. – 11:00A.M.

Existing set; (Theater style for 300)

Sunday, August 29, 2021

Credentials & Rules Convention Committee

Sheraton, Valley of the Sun Ballroom C-E, Second Level

8:30A.M. – 9:30A.M.

Max out theater style; Head table for five

Lectern with microphone centered at head table; LCD package & screen package

American Flag in front of room

Sunday, August 29, 2021

Children & Youth Convention Subcommittee

Phoenix Convention Center, North Building, North Ballroom, 100 Level

9:00A.M. – 11:00A.M.

Existing set; (Theater style for 300)

Sunday, August 29, 2021

Constitutional Amendments Convention Committee

Sheraton, Phoenix Ballroom C-E, Third Level

9:00A.M. – 11:00A.M.

Theater style for 150; Head table for 5 on riser (3 chairs stage right/2chairs stage left)

Lectern with microphone centered on head table

American Flag in front of room

Sunday, August 29, 2021

Finance Convention Committee

Sheraton, Phoenix Ballroom A & B, Third Level

9:00A.M. – 10:30A.M.

Theater style for 100; Head table for 6

Lectern with microphone centered on head table LCD Projector Package

Client will bring PC Laptop

American Flag in front of room

Sunday, August 29, 2021

Legislation Convention Committee

Phoenix Convention Center, South Building, Exhibition Hall G

9:00A.M. – 11:00A.M.

Theater style for 70; Head table for 4

Lectern with microphone centered at head table

American Flag in front of room

Sunday, August 29, 2021

National Security Convention Committee Joint Meeting: Aerospace Convention Subcommittee,

Conventional Armed Forces Convention Subcommittee, Foreign Relations Convention

Subcommittee, Law and Order & Homeland Security Convention Subcommittee, Military

Benefits & Quality of Life Convention Subcommittee, National Guard & Reserve Forces

Convention Subcommittee, and Unconventional Forces & Intelligence Convention

Subcommittee

Phoenix Convention Center, South Building, Exhibition Hall F

9:00A.M. – 4:30P.M.

Theatre style for 400; Head table for 10 on riser

Lectern with microphone centered on head table

Two floor microphones centrally located in the center aisles

American Flag in front of room

Aerospace Convention Subcommittee

Phoenix Convention Center, North Building, Room 221, 200 Level

9:15A.M. – 1:00P.M.

Max out Theater style (63); Head table for four

Conventional Armed Forces Convention Subcommittee

Phoenix Convention Center, North Building, Room 231, 200 Level
9:15A.M. – 1:00P.M.

Max out Theater style (63); Head table for two

Foreign Relations Convention Subcommittee

Phoenix Convention Center, North Building, Room 229, 200 Level
9:15A.M. – 1:00P.M.

Max out Theater style (67); Head table for two

Law and Order & Homeland Security Convention Subcommittee

Phoenix Convention Center, North Building, Room 232, 200 Level
9:15A.M. – 1:00P.M.

Max out Theater style (63); Head table for four

Military Benefits & Quality of Life Convention Subcommittee

Phoenix Convention Center, North Building, Room 225, 100 Level
9:15A.M. – 1:00P.M.

Max out Theater style (36); Head table for four

National Guard & Reserve Forces Convention Subcommittee

Phoenix Convention Center, North Building, Room 227, 100 Level
9:15A.M. – 1:00P.M.

Max out Theater style (51); Head table for four; Lectern

Department of Connecticut meeting; existing set/refresh- 2:00P.M. – 4:00P.M.

Unconventional Forces & Intelligence Convention Subcommittee

Phoenix Convention Center, North Building, Room 226, 100 Level
9:15A.M. – 1:00P.M.

Max out Theater style (51); Head table for six

Sunday, August 29, 2021

Veterans Affairs & Rehabilitation Convention Committee Joint Meeting: Health Administration
Convention Subcommittee, National Cemetery Convention Subcommittee and Veterans Benefits
Convention Subcommittee

Phoenix Convention Center, South Building, Ballroom

9:00A.M. – 3:00P.M.

Theater style for 300; Head table for five on riser; Lectern with microphone on head table

Four floor microphones centrally located, mixer for microphones into house sound

Two LCD projectors & screen package; Laptop audio

Two eight-foot skirted tables adjacent to riser; One skirted table in back of room

American Flag in front of room

(Health Admin and National Cemetery will proceed to separate sessions – see below
and then return to joint sessions following Subcommittee Actions on Resolutions)

Sunday, August 29, 2021

Veterans Employment & Education Convention Committee Joint Meeting: Employment & Veterans Preference Convention Subcommittee and Veterans Education, Other Benefits & Homelessness Convention Subcommittee

Sheraton, Encanto, Second Level

9:00A.M. – 11:00A.M.

Max out theater style (98)

Head table for 8; Table lectern with microphone and light on HT

LCD projector, with remote capability, and large screen for projector

One floor microphone in center aisle - halfway back

Six-foot skirted table near entrance to room

American Flag in front of room

Sunday, August 29, 2021

Health Administration Convention Subcommittee

Phoenix Convention Center, South Building, 160-167

9:30A.M. – 1:00P.M.

Hollow square for 75; LCD projector & screen package; Lav mic

American Flag in front of room

Sunday, August 29, 2021

National Cemetery Convention Subcommittee

Phoenix Convention Center, South Building, 150-159

9:30A.M. – 1:00P.M.

Hollow square for 75; LCD projector & screen package; Lav mic

American Flag in front of room

Sunday, August 29, 2021

Internal Affairs Convention Committee Joint Meeting: Membership Convention Subcommittee and Other Internal Matters Convention Subcommittee

Sheraton, Valley of the Sun Ballroom C-E, Second Level

9:30A.M. – 11:00A.M.

Use existing set from previous meeting; Max out theater style

Head table for five

Lectern with microphone centered at head table; LCD package & screen package

American Flag in front of room

Sunday, August 29, 2021

Membership Convention Subcommittee

Sheraton, Valley of the Sun Ballroom C-E, Second Level

10:00A.M. – 11:00A.M.

Use existing set from previous meeting; Max out theater style

Head table for five

Lectern with microphone centered at head table; LCD package & screen package

American Flag in front of room

Department of DC: 12:00P.M. – 2:00P.M.; existing set; refresh room

Sunday, August 29, 2021

Patriotic Memorial Service

Phoenix Convention Center, North Building, Exhibition Hall A-E, 300 Level

11:00A.M. – 12:00P.M.

Existing Set; Piano stage-left (provided by PCC)

Lectern with microphone stage-right; Small cocktail table on stage near lectern

Coffee, decaf coffee – Attendant to serve; Bottled water backstage (BOC)

Sunday, August 29, 2021

Department of District of Columbia Caucus

Sheraton, Encanto, Second Level

12:00P.M. – 2:00P.M.

Use existing set; refresh room; Remove A/V

American Flag in front of room

Sunday, August 29, 2021

Team Meeting (Do Not Post)

Sheraton, Paradise Valley, Second Level

1:00P.M. – 3:00P.M.

Conference style for 20

American Flag in front of room

Monday, August 30, 2021

FODPAL Breakfast

Sheraton, Valley of the Sun Ballroom A-C, Second Level

7:00A.M. – 8:30A.M.

Rounds of four for 75 – 2021 GTD = TBD

Head table for eight; Lectern with microphone centered on head table

American Flag in front of room

All arrangements/costs through Doug Haggan (317) 786-5623; dhaggan@sbcglobal.net

Monday, August 30, 2021

Distinguished Guest Registration

Phoenix Convention Center, West Building, Room 211 A, 200 Level (Secure Keyed Room)

8:00A.M. – 4:30P.M. (24-hour hold)

Coffee and decaf coffee to serve 20 at 7:30A.M. (refresh on call)-Attendant to serve

Assorted juices sodas, regular, diet and caffeine free, bottled water at 7:30A.M. (refresh on call)

MRS to set feed and monitor Monday after 4:30PM

Monday, August 30, 2021

Exhibit Hall & Emblem Sales Store

Phoenix Convention Center, West Building, Exhibition Hall 1-3, Lower Level

8:00A.M. – 3:30P.M. (24-hour hold)

PCC to place food kiosks and rounds of four in Exhibition Hall 1-3 (see diagram)

Monday, August 30, 2021

National Sgt-At-Arms Meeting

Phoenix Convention Center, North Building, North Ballroom, 100 Level

8:00A.M. – 10:00A.M.

Existing set; Lectern with microphone on head table

Monday, August 30, 2021

Veterans Small Business Roundtable

Sheraton, Phoenix Ballroom A, Third Level

8:00A.M. – 7:00P.M.

Classroom for 50; LCD Projector package; podium mic; Internet for presenter only
Bottled Water (BOC)

Monday, August 30, 2021

Continuing Education Workshops

Sheraton, Valley on the Sun Ballroom D & E, Laveen, Maryvale, Camelback, Paradise Valley,
Phoenix Ballroom D & E (Third Level)

8:00A.M. – 5:00P.M.

Max out Theater for each room: Valley of the Sun Ballroom D & E = 57; Laveen = 40;
Maryvale = 56; Camelback = 48; Paradise Valley = 48; Phoenix Ballroom D & E = 140

Monday, August 30, 2021

Membership Training Utilizing Subject Matter Experts

Phoenix Convention Center, West Building, Exhibition Hall 1-3, Lower Level

9:00A.M. – 3:00P.M. (main stage)

Max out theater style - chairs provided by SHP
LCD package with laptop audio - MRS
Lectern with microphone adjacent to A/V - MRS
Wireless mic and Handheld mic - MRS
Skirted table in back of room for handouts - SHP
American Flag in front of room

Monday, August 30, 2021

Digital Media Training Workshop

Phoenix Convention Center, North Building, Room 222, 200 Level

9:00A.M. – 3:30P.M.

Max out Classroom style (66)
LCD projector package with laptop audio & Internet access
MRS to provide laptop; Lectern with microphone off to side in front of room
American Flag in front of room

Monday, August 30, 2021

Pre-National Executive Committee Meeting

Phoenix Convention Center, North Building, Exhibition Hall 6

9:00A.M. – 11:00A.M.

Use existing set as SAL General Sessions – theater style for 1,000
Eight-foot skirted table on floor with chair for court reporter
Extension cord for court reporter position adjacent to riser (stage left)
Lectern with microphone centered at head table with power strip by lectern
Lectern with microphone stage right, on floor, facing audience
POW Flag draped (Provided by TAL) on chair in front of head table
American Flag & American Legion Flag to be set by The American Legion

Monday, August 30, 2021

Incoming District Commanders' Training

Sheraton, Phoenix Ballroom C, Third Level

9:00A.M. – 12:00P.M.

Max out Theatre style (Chevron)
Wireless mic & handheld mic/podium
LCD projector & screen centered in front of room
American Flag in front of room

Monday, August 30, 2021

Homeless Site Visit

TBD

10:00A.M. – 12:30P.M.

Arranged and handled by VE&E

Monday, August 30, 2021

The American Legion Media Alliance

Sheraton, Phoenix Ballroom B, Third Level

11:00A.M. – 1:00P.M. (Room must be set/ready by 10:30A.M.)

Rounds of four for 65
Head table on riser for eight; 8 ft. table on back of riser stage left
American Flag rear of riser stage right

Monday, August 30, 2021

Commander's Advisory Committee (Do Not Post)

Sheraton, Encanto, Second Level

2:00P.M. – 5:00P.M.

Conference style for 16 (1 per 6 ft)
Twenty additional chairs (6 ft apart) along perimeter of room
10 chairs (6 ft apart) outside of room by entrance
Coffee and decaffeinated coffee – Attendant to serve
Assorted sodas and bottled water - BOC
American Flag in front of room

Monday, August 30, 2021

National Commander's Reception (Do Not Post)

Sheraton, Valley of the Sun Ballroom A-C, Second Level

4:00P.M. – 6:00P.M.

Flow reception for 100; Lectern with microphone on small riser

Host bar with premium brands; Imported & Domestic beers

Assorted wine selections, soft drinks and non-alcoholic beers

Menu - TBD

American Flag in front of room

Monday, August 30, 2021

Past National Vice Commander's Dinner

Phoenix Convention Center, North Building, Room 231, 200 Level

5:30P.M. – 8:00P.M.

All arrangements through Lloyd Woods, llolin@ainop.com; 207-557-4971

All costs will be on the Master Account

Tuesday, August 31, 2021

Youth Champions Office

Sheraton, Valley of the Sun Ballroom C, Second Level

6:00A.M. – 10:00A.M.

Conference style for 25 (1 per 6 ft)

Ten extra chairs (6 ft apart) along perimeter of room

Menu – TBD

American Flag in front of room

Tuesday, August 31, 2021

Brieden/Warnken Team Breakfast

Phoenix Convention Center, North Building, Room 231, 200 Level

7:00A.M. – 8:00A.M.

Rounds of four for 20; All arrangements and costs handled by Mike Helm

Tuesday, August 31, 2021

Comer Team Room (Do Not Post)

Phoenix Convention Center, North Building, Room 224 A, 200 Level

7:00A.M. – 3:30P.M. (24-hour hold)

Four eight-foot skirted tables with 12 chairs

Audio & Video feed from General Session Halls – MRS ready to go by 6:30A.M.

Coffee, decaf coffee, hot tea to serve 15 – refresh upon request – Attendant to serve

Bottled water and assorted sodas for 15 (BOC) – refresh upon request

Assorted pastries/bagels/muffins to serve 15 – refresh upon request -Pre-packaged and

Attendant to serve

Assorted cookies to serve 15 – refresh upon request -Pre-packaged and Attendant to serve

Tuesday, August 31, 2021

Ludwig Team Room (Do Not Post)

Phoenix Convention Center, North Building, Room 224 B, 200 Level

7:00A.M. – 3:30P.M. (24-hour hold)

Four eight-foot skirted tables with 12 chairs

Audio & Video feed from General Session Halls – MRS ready to go by 6:30A.M.

Coffee, decaf coffee, hot tea to serve 15 – refresh upon request – Attendant to serve

Bottled water and assorted sodas for 15 (BOC) – refresh upon request

Assorted pastries/bagels/muffins to serve 15 – refresh upon request -Pre-packaged and Attendant to serve

Assorted cookies to serve 15 – refresh upon request -Pre-packaged and Attendant to serve

Tuesday, August 31, 2021

American Legion General Session

Phoenix Convention Center, North Building, Exhibition Hall A-E, 300 Level (24-hour hold)

7:30 A.M. – 4:00P.M. (24-hour hold)

Max out Theater style – STI to provide CAD

Deliver lunch to the A/V control area, back of stage – promptly at 11:00A.M.

Traditional boxed lunches (3 GF meals); bottled water to serve 40 (BOC)

Assorted sodas, including diet & caffeine free to serve 40 with boxed lunches

Bottled water on tables on stage by 7:00A.M.

Deliver to Distinguished Guest holding area, back of stage promptly at 8:00A.M.

Individual bottles of orange, apple & cranberry juice to serve 30 (BOC)

Three gallons of coffee, one gallon decaf coffee – Attendant to serve

Assorted tea with hot water (BOC) - Attendant to serve

Two gallons of coffee and one gallon of decaf coffee in Sgt-at-Arms area, back of stage – Attendant to serve

Refresh F&B only with approval from appropriate staff members

Five six-foot skirted tables with two chairs each in back of room (Hall B)

American Flag and American Legion Flag

Tuesday, August 31, 2021

Distinguished Guest Registration

Phoenix Convention Center, West Building, Room 211 A, 200 Level (Secure Keyed Room)

7:30A.M. – 3:30P.M. (24-hour hold)

Coffee and decaf coffee to serve 20 at 7:30A.M. (refresh on call) - Attendant to serve

Assorted juices, sodas, regular, diet & caffeine free, bottled water at 7:30A.M. (refresh on call)

MRS to check monitor every morning

Tuesday, August 31, 2021

Media Hold (DNP)

Phoenix Convention Center, North Building, Room 230, 200 Level

7:30A.M. – 3:30P.M

Max out Classroom; Head table for four; American Flag in front of room

Tuesday, August 31, 2021

Exhibit Hall & Emblem Sales Store

Phoenix Convention Center, West Building, Exhibition Hall 1-3, Lower Level

8:00A.M. – 2:00P.M. (Move out begins immediately after hall closes)

PCC to place food kiosks & rounds of four in Exhibition Hall 1-3 (see diagram)

Tuesday, August 31, 2021

Department Adjutants Room

Phoenix Convention Center, North Building, Room 223, 200 Level

9:00A.M. – 3:00PM (24-hour hold)

Five rounds of four; WiFi Access

Tuesday, August 31, 2021

Green Room for National Commander's Banquet Entertainment

Phoenix Convention Center, North Building, Green Room, 100 Level

1:00P.M. – 10:00P.M.

Soft seating - Provided by SHP -Two Rounds of 8 provided by Center in foyer

F&B – Arrangements/costs handled by Nancy Hays

Tuesday, August 31, 2021

Western Caucus

Phoenix Convention Center, North Building, Room 221, 200 Level

2:30P.M. – 4:30P.M.

Existing Set from previous day

Max out Theater style (63); Head table for four

Tuesday, August 31, 2021

National Commander's Head Table Reception

Phoenix Convention Center, North Building, Room 121-124, 100 Level

5:15P.M. – 6:15P.M.

Reception for 250; wireless handheld microphone

60 chairs (6 ft apart) placed along one wall in Prefunction area

Cocktail rounds, regular rounds and standing cocktail rounds (more seating than standing); additional chairs placed throughout all the rooms

Four to six host bars - bars to be fully stocked with premium liquor, imported and domestic beers, sodas and bottled water

Menu – TBD

Tech Team to be served meal (same as Banquet) - approximately 15 pp at 6:45P.M.

Tuesday, August 31, 2021

National Commander's Banquet

Phoenix Convention Center, North Building, North Ballroom 120, 100 Level

6:30P.M. – 9:30P.M.

Rounds for TBD; 2021 GTD = TBD

Stanchions with table numbers; Stage for entertainment erected by STI

American Flag and American Legion Flag and one more set behind stage for photo area

Double-tiered head table for approx. TBD; 1 per 6 ft. (Diagram provided by TAL)

Railing on Head Table; POW/MIA table centered in front of Head Table/lower tier

Menu – Sonoran Salad farmer's mid greens, julienne peppers, oven roasted roma tomatoes roasted corn, black bean, roasted jalapeño prickly pear vinaigrette

Arizona Chicken with Sonoran Demi; Green Chili Tamale with Salsa Verde, Pico de Gallo, Roasted Squash Medley, Cilantro Rice Confetti

Fresh Baked Rolls; Guava Spiced Cheesecake with chocolate sauce

Iced Tea (pre-set), iced water (pre-set), coffee/decaf

Wine service at Head Table (amount and types TBD)

Pre-Function (Monroe Street) outside of North Ballroom, 100 Level - cash bars from 5:15P.M. – 9:15P.M.

Wednesday, September 1, 2021

Central States Caucus Breakfast

Sheraton, Valley of the Sun Ballroom C, Second Level

7:00A.M. – 9:00A.M.

Rounds of four for 110; Head table for 4 on riser

Lectern with mic centered on head table

American Flag stage right on riser: All arrangements/costs through TBD

Wednesday, September 1, 2021

Southern Caucus Breakfast

Sheraton, Phoenix Ballroom C-E, Third Level

7:00A.M. – 8:45A.M.

Rounds of four for 400; Head table for 11 on existing stage (6 SL/5SR)

Lectern with mic centered on HT; Table stanchions with numbers for each table

American Flag stage right

All arrangements/costs through Bill West, Dept Adjutant; billw@txlegion.org

Wednesday, September 1, 2021

Comer Team Room (Do Not Post)

Phoenix Convention Center, North Building, Room 224 A, 200 Level

7:00A.M. – 3:30P.M. (24-hour hold)

Four eight-foot skirted tables with 12 chairs

Audio & Video feed from General Session Halls – MRS

Coffee, decaf coffee and hot tea to serve 15 – refresh upon request – Attendant to serve

Bottled water and assorted sodas for 15 (BOC) – refresh upon request– Attendant to serve

Assorted pastries/bagels/muffins to serve 15 – refresh upon request–Pre-packaged and

Attendant to serve

Assorted cookies to serve 15 –refresh upon request– Pre-packaged and Attendant to serve

Wednesday, September 1, 2021

Ludwig Team Room (Do Not Post)

Phoenix Convention Center, North Building, Room 224 B, 200 Level

7:00A.M. – 3:30P.M. (24-hour hold)

Four eight-foot skirted tables with 12 chairs

Audio & Video feed from General Session Halls – MRS

Coffee, decaf coffee and hot tea to serve 15 –refresh upon request – Attendant to serve

Bottled water and assorted sodas for 15 (BOC) –refresh upon request– Attendant to serve

Assorted pastries/bagels/muffins to serve 15 –refresh upon request–Pre-packaged and

Attendant to serve

Assorted cookies to serve 15 –refresh upon request– Pre-packaged and Attendant to serve

Wednesday, September 1, 2021

Distinguished Guest Registration

Phoenix Convention Center, West Building, Room 211 A, 200 Level (Secure Keyed Room)

7:30A.M. – 3:30P.M.

Coffee and decaf coffee to serve 20 at 7:30A.M. (refresh on call) - Attendant to serve

Assorted juices, sodas, regular, diet and caffeine free, bottled water at 7:30A.M. (refresh on call)

MRS to check monitor every morning.

Wednesday, September 1, 2021

American Legion General Session

Phoenix Convention Center, North Building, Exhibition Hall B-E, 300 Level (24-hour hold)

8:00A.M. – 3:00P.M. (24-hour hold)

40 gourmet wrap boxed lunches (3 GF) – at 11:00A.M. to A/V panel, back of stage

All other F&B menu items from Tuesday to be served on Wednesday

All F&B service times from Tuesday to be used on Wednesday

Wednesday, September 1, 2021

Credentialing Summit Plenary Session

Sheraton, Phoenix Ballroom A & B, Third Level

8:00A.M. – 5:00P.M.

Rounds of four for 150; Podium mic; LCD Projector Package
Breakfast pastries and butter (pre-set)
Glass of Orange Juice and Iced Water (pre-set); Coffee – Attendant to serve
Easel outside of room
American Flag in front of room

Wednesday, September 1, 2021

Credentialing Summit Breakout #1

Sheraton, Valley of the Sun Ballroom A & B, Second Level

8:00A.M. – 5:00P.M.

Theater style for 75; head table for three
Lectern with microphone centered on head table; three wireless mics
LCD Projector Package; Internet access for two devices; laptop audio
Client will bring own laptop
Easel outside of room
American Flag in front of room

Wednesday, September 1, 2021

Credentialing Summit Breakout #2

Sheraton, Valley of the Sun Ballroom D & E, Second Level

8:00A.M. – 5:00P.M.

Theater style for 75; head table for three
Lectern with microphone centered on head table; three wireless mics
LCD Projector Package; Internet access for two devices; laptop audio
Client will bring own laptop
Easel outside of room
American Flag in front of room

Wednesday, September 1, 2021

Credentialing Summit Breakout #3

Sheraton, Encanto, Second Level

8:00A.M. – 5:00P.M.

Theater style for 75; head table for three
Lectern with microphone centered on head table; three wireless mics
LCD Projector Package; Internet access for two devices; laptop audio
Client will bring own laptop
Easel outside of room
American Flag in front of room

Wednesday, September 1, 2021

Credentialing Summit Breakout #4

Sheraton, Maryvale, Second Level

8:00A.M. – 5:00P.M.

Theater style for 45; head table for three

Lectern with microphone centered on head table; three wireless mics

LCD Projector Package; Internet access for two devices; laptop audio

Client will bring own laptop

Easel outside of room

American Flag in front of room

Wednesday, September 1, 2021

Department Adjutants' Room

Phoenix Convention Center, North Building, Room 223, 200 Level

9:00A.M. – 3:00PM (24-hour hold)

Five rounds of four; WiFi Access

Wednesday, September 1, 2021

Credentialing Summit Lunch

Sheraton, Phoenix Ballroom C-E, Third Level

12:00P.M. – 1:00P.M.

Rounds of Four for 160

Menu - TBD

Wednesday, September 1, 2021

Credentialing Summit Reception

Sheraton, Phoenix Ballroom C-E, Third Level

5:00P.M. – 6:00P.M.

Flow reception for 135; Lectern with mic

Cocktail Rounds (hi and low); rounds of four

Menu - TBD

Host Bars with Premium Liquor, Domestic Beer, Soft Drinks, Water

Thursday, September 2, 2021

Comer Team Room (Do Not Post)

Phoenix Convention Center, North Building, Room 224 A, 200 Level om TBD

8:00A.M. – 3:30P.M.

Four eight-foot skirted tables with 12 chairs

Audio & Video feed from General Session Halls – MRS

Coffee, decaf coffee and hot tea to serve 15 – refresh upon request – Attendant to serve

Bottled water and assorted sodas for 15 (BOC) – refresh upon request– Attendant to serve

Assorted pastries/bagels/muffins to serve 15 – refresh upon request–Pre-packaged and Attendant to serve

Assorted cookies to serve 15 – refresh upon request– Pre-packaged and Attendant to serve

Thursday, September 2, 2021

Ludwig Team Room (Do Not Post)

Phoenix Convention Center, North Building, Room 224 B, 200 Level

8:00A.M. – 3:30P.M.

Four eight-foot skirted tables with 12 chairs

Audio & Video feed from General Session Halls – MRS

Coffee, decaf coffee and hot tea to serve 15 – refresh upon request – Attendant to serve

Bottled water and assorted sodas for 15 (BOC) – refresh upon request– Attendant to serve

Assorted pastries/bagels/muffins to serve 15 – refresh upon request–Pre-packaged and Attendant to serve

Assorted cookies to serve 15 – refresh upon request– Pre-packaged and Attendant to serve

Thursday, September 2, 2021

American Legion General Session

Phoenix Convention Center, North Building, Exhibition Hall B-E, 300 Level (24-hour hold)

8:00A.M. – 12:30P.M.

40 Boxed Lunches (3 GF) at 11:00A.M. to A/V panel, back of stage

All other F&B menu items from previous two days to be served on Thursday

All F&B service times from previous two days to be used for Thursday

Thursday, September 2, 2021

Credentialing Summit Plenary Session

Sheraton, Phoenix Ballroom A & B, Third Level

8:00A.M. – 5:00P.M.

Rounds of four for 150; Podium mic; LCD Projector Package

Breakfast pastries and butter (pre-set) – Pre-packaged

Glass of Orange Juice and Iced Water (pre-set); Coffee – Attendant to serve

Boxed Lunches with Bottled Water and Soft Drinks at 12:00P.M.

Easel outside of room

American Flag in front of room

Thursday, September 2, 2021

Credentialing Summit Breakout #1

Sheraton, Valley of the Sun Ballroom A & B, Second Level

8:00A.M. – 5:00P.M.

Theater style for 75; head table for three

Lectern with microphone centered on head table; three wireless mics

LCD Projector Package; Internet access for two devices; laptop audio

Client will bring own laptop

Easel outside of room

American Flag in front of room

Thursday, September 2, 2021

Credentialing Summit Breakout #2

Sheraton, Valley of the Sun Ballroom D & E, Second Level

8:00A.M. – 5:00P.M.

Theater style for 75; head table for three

Lectern with microphone centered on head table; three wireless mics

LCD Projector Package; Internet access for two devices; laptop audio

Client will bring own laptop

Easel outside of room

American Flag in front of room

Thursday, September 2, 2021

Credentialing Summit Breakout #3

Sheraton, Encanto, Second Level

8:00A.M. – 5:00P.M.

Theater style for 75; head table for three

Lectern with microphone centered on head table; three wireless mics

LCD Projector Package; Internet access for two devices; laptop audio

Client will bring own laptop

Easel outside of room

American Flag in front of room

Thursday, September 2, 2021

Credentialing Summit Breakout #4

Sheraton, Maryvale, Second Level

8:00A.M. – 5:00P.M.

Theater style for 45; head table for three

Lectern with microphone centered on head table; three wireless mics

LCD Projector Package; Internet access for two devices; laptop audio

Client will bring own laptop

Easel outside of room

American Flag in front of room

Thursday, September 2, 2021

Post National Executive Committee Meeting

Phoenix Convention Center, North Building, Exhibition Hall 6, Lower Level

12:30P.M. – 2:30P.M. (estimated time; held immediately after General Session closes)

Existing set; Theater style for 1,000

Eight-foot skirted table on floor with chair for court reporter

Extension cord for court reporter position adjacent to riser (stage left)

Lectern with microphone centered at head table with power strip by lectern

Lectern with microphone stage right, on floor, facing audience

POW Flag draped (Provided by TAL) on chair in front of head table

American Flag & American Legion Flag to be set by The American Legion

Thursday, September 2, 2021

National Commander's Reception

Phoenix Convention Center, North Building, North Ballroom, 100 Level **OR**

Sheraton, Phoenix Ballroom, C - E, Third Level

3:30P.M. – 5:00P.M. (estimated time; held immediately after Post NEC)

All arrangements/costs through the Dillard Campaign – Bill West, billw@txlegion.org

CONVENTION ADJOURNED



Title: Role of the COVID Compliance Manager

2.16

Description

During the recovery period from the COVID-19 pandemic of 2019/2020, the assignment of a dedicated “compliance manager” was developed to ensure PCC met all governmental requirements for reopening. This document describes the role and responsibilities of the designated compliance manager.

Venues

ALL

Terms and Definitions

COVID-19: A respiratory disease presenting with flu like symptoms which is highly contagious. COVID-19 is caused by the SARS CoV-2 virus (SARS: Sudden Acute Respiratory Syndrome) a member of the family of Corona viruses.

Pandemic: A world-wide epidemic, or sudden outbreak of disease.

Process and Criteria

The role of the Phoenix Convention Center and Venues COVID-19 Compliance Manager is to ensure that any events hosted on the property follow all current policies and procedures concerning COVID-19. Their goal is to enforce building policies related to COVID-19 while attempting to preserve the relationship between the client and the Event Manager.

These duties include quality control for:

- Promised cleaning and disinfection protocols provided by Event Services
- Ensuring that all physical touch points have been removed where possible
- Ensuring all safety, wayfinding and directional signage is current and in good quality
- Enforcing policies related to face coverings, physical distancing, elevator/escalator restrictions, room capacities and sets
- Ensuring that food service operations are following the F&B providers outlined protocols

COVID-19 Compliance Managers will focus on education in their first contact with any person not in compliance with health safety requirements. A second contact with the same individual or company will result in a warning. Upon issuing a warning, the Compliance Manager will notify the Event Manager that a second contact has been initiated due to non-compliance. The Event Manager will inform the client. Upon receiving assurances of compliance,

Compliance Managers will make a record of their contact. Upon a third infraction by a specific individual or company, the individual (or company) will be ejected from the event. Prior to the ejection, the Event Manager will be informed.

The Compliance Manager will document each contact in the Daily Event Report.

COVID Compliance Managers will be drawn from the ranks of the EPAC Team and may include Deputy Directors. EPAC Team members will receive training prior to reopening of the Convention Center on Incident Response (refresher), COVID Precautions, and documentation best practices.

A COVID-19 Compliance Manager will attend pre-con meetings and introduce themselves and describe their role. A copy of our "COVID REOPENING REQUIREMENTS OVERVIEW" will be provided to the client by the Compliance Manager. Because more than one Compliance Manager is likely to be assigned to each event, it is imperative that every Compliance Manager take the same approach to this assignment, with little room for "interpretation" or "wiggle room".

COVID-19 Compliance Managers are expected to be continually checking on their events, focusing on opening of Registration, General Sessions, opening of Exhibit Halls, times of mass egress or ingress, Food and Beverage functions and closing parties.

COVID-19 Compliance Managers will send out a daily report/email to the GMOD/MOD listserv and copy the corresponding event(s) Event Manager, so that we can document any continual issues with each client.

The use of COVID Compliance Managers may be expanded to other uses as circumstances require.

Attachment

COVID Reopening Requirements Overview

PHOENIX CONVENTION CENTER & VENUES

COVID REOPENING REQUIREMENTS OVERVIEW



Hello! And welcome to the Phoenix Convention Center & Venues. We are back! And thrilled to be able to host your event.

The Phoenix Convention Center & Venues has reopened following the guidelines from public health organizations. We are committed to reopening and operating safely and with the health and well-being of all our guests and employees constantly in mind.

Our Reopening Compliance Manager's role is to ensure that everyone is educated on our reopening requirements and achieve full compliance with the implementation of our Five Reopening Strategies listed below.

STRATEGY ONE: Follow recommendations for physical distancing

CDC recommendations for physical distancing of 6 feet have been incorporated into all activities at the PCC. Physical distancing will be reflected in meeting room capacities and floor plans, in exhibit space floor plans, on elevators and escalators, in queue lines, food service seating areas and pre-function spaces. PCC staff will lead by example while conducting business and managing operations.

STRATEGY TWO: Follow recommendations for personal preventive measures

Our updated protocol will require all PCC employees and service partners to responsibly utilize personal protective measures. Employees will always be required to wear face coverings while in our buildings. Employees will be required to wash their hands hourly. Guests will be required to wear face coverings while inside all facilities. Guests will be continuously reminded to wash their hands and take protective measures through signage located throughout our campus. Hand sanitizer stations will be liberally dispersed throughout the buildings as will disinfecting wipes for use on surfaces.

STRATEGY THREE: Removing touch points wherever possible

PCC will provide a "touchless" experience where possible by keeping exterior doors open, removing the need for guests to touch door handles. Interior doors, where allowed, will also remain open. Touchless ticketing, when tickets are sold, will replace paper tickets. Ticket scanning practices have been adjusted to reduce interactions with employees and eliminate another touch point.

STRATEGY FOUR: Engaging in a process of constant cleaning and disinfecting

PCC achieved accreditation in the industry's best cleaning protocols through the GBAC Star™ program. GBAC (Global Biorisk Advisory Council) Star accreditation means that PCC has met or exceeded the highest cleaning and disinfecting protocols in the meetings industry. We will apply these strategies to each step in the event process from site visits to post-cons and settlement meetings, including the guest and delegate experience.

STRATEGY FIVE: Focus efforts on client communication and staff training

PCC has developed client facing collateral to explain our approach to reopening. Collateral materials will be updated as needed. This information will be provided to existing clients by Event Managers, to potential clients by Sales Managers as well as by Visit Phoenix in their destination sales efforts. Information will also be prominently placed on our website to ensure that it is widely available.

COVID Compliance Managers will be present on the floor to ensure that everyone is doing their part in keeping each other safe. Compliance Managers will:

- Provide quality control inspections of PCC staff activities, including constant cleaning and disinfection.
- Provide educational contacts with individuals who are not compliant with face covering and physical distancing requirements.
- Will attend key functions to audit staff habits and work processes.
- Provide warnings to individuals upon a second issue of non-compliance.
- Work with you to gain compliance from these individuals.
- As a last resort, Compliance Managers may remove any person that received an educational contact and a subsequent warning, upon the third contact.

Thank you for bringing your event to Phoenix. We look forward to a successful event.



a v e n t u r a
A PREMIER CATERING COMPANY

EVENT OVERVIEW

EVENT	The American Legion		
EVENT DATE	August 24- September 2, 2021	EVENT ID	18016
EVENT LOCATION	North / West / South Building		
EVENT F&B	Attached		

ATTENDANCE	Varies		
COVID PROCEDURES	Attached		
F&B SPECIFICATIONS	Attached		
DIAGRAMS	Attached		

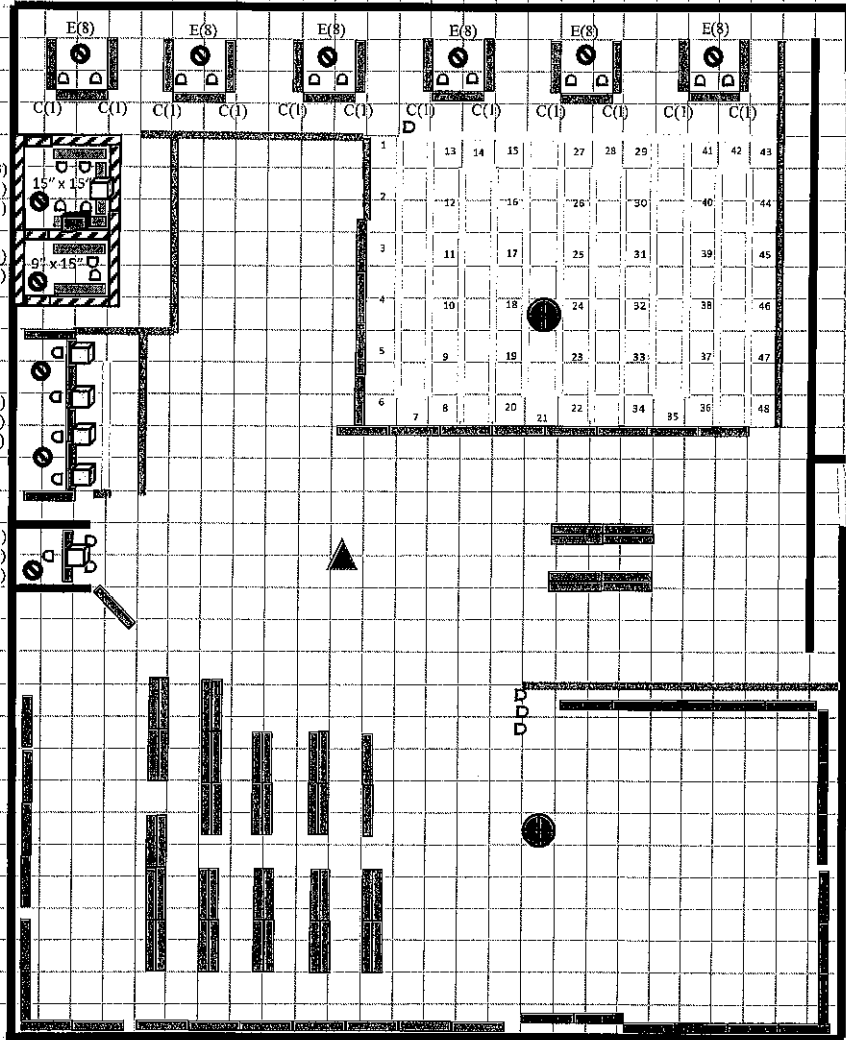
EVENT SCOPE

SERVICE STYLE	<p>Catering Social distance signage and stanchions Sneeze guards on service tables. All food and beverage handed out by attendant or served in individual containers. Service ware is disposable.</p>
STAFF	<p>F&B Staff will be social distanced prior to check in. Every staff member will have a temperature check, health status questionnaire and safety guideline review prior to shift. Facial mask that covers nose and mouth to be worn at all times. Disposable gloves will be worn at all times, in addition to frequent handwashing.</p>
SANITATION	<p>F&B stations to have hand sanitizer and signage encouraging guest to utilize prior to going through F&B lines.</p>

E = 15 amp Electrical Outlet (# of plug-ins)
 P = Internet Line for PC (# of lines)
 C = Ethernet Line for Credit Card Terminal (# of lines)
 T = Phone Line for Telephone (# of lines)

Each "E" represents one 15-amp outlet.
 The (number) represents the power strip size.

Example: E(8) = one outlet to accommodate an 8-plug power strip



130' x 160'

Each square
= 5 feet

Exhibit
Hall
Entrance

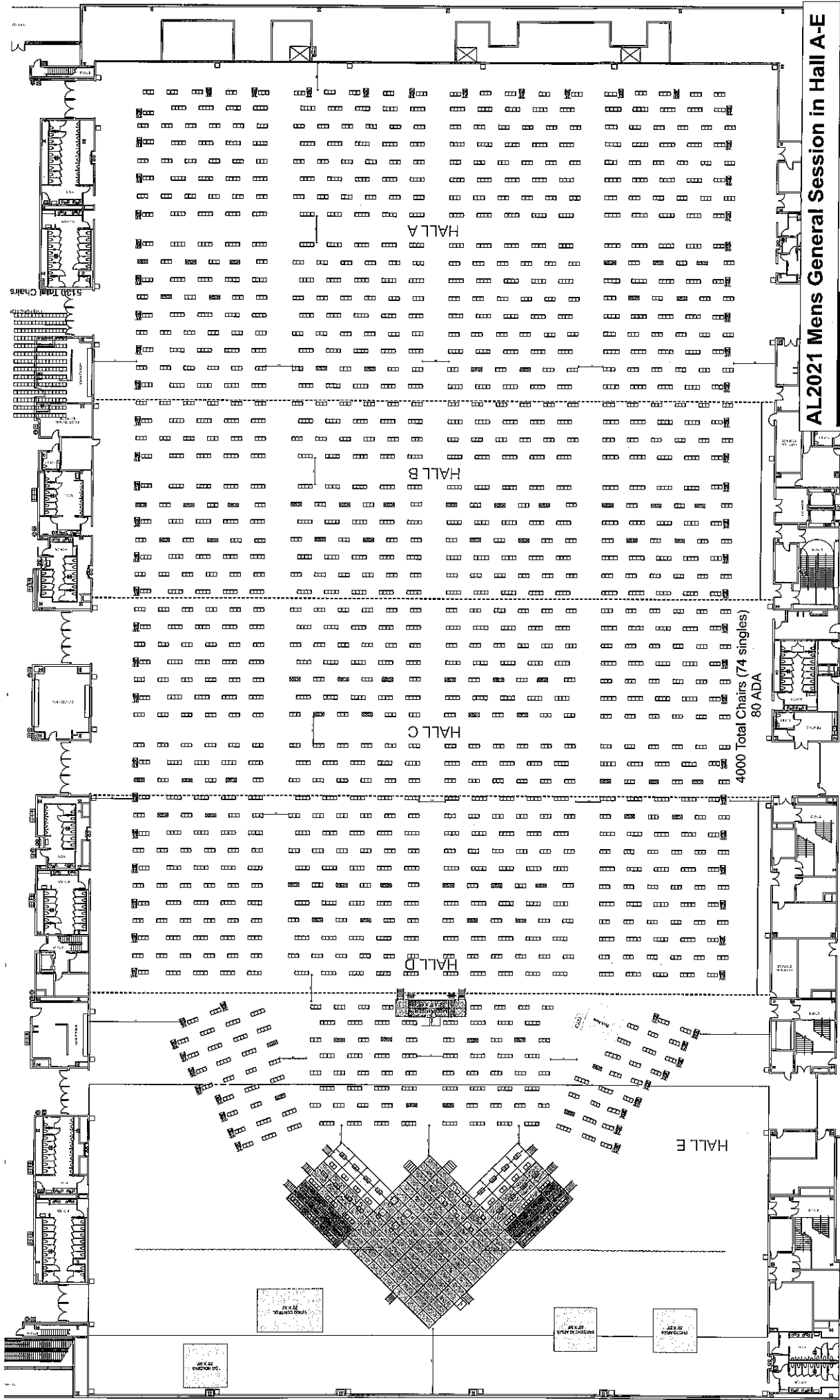
- Tall Chairs (11)
- Regular Chairs (18)
- PC & monitor w/MOM access (pre-tested) (6)
- Black & White Laser Printer (1)

- 8' Tables - individually skirted
96 blue skirts
- 17 red skirts
- 5 (no skirts)
- 8' Tables - 42" tall
6 blue skirts

- 8' Pipe & Drape (630')
- 3' Pipe & Drape (235')
- Office Wall (87')
- Lockable Office Doors (3)
- Retractable Tape Lines (605')

- Small Trash Cans (11)
- Large Trash Can (1)
- Easel (2)

NOTE: Carpet throughout store.



AL2021 Mens General Session in Hall A-E

Date: 4/16/21

Time: 2:39:58 PM

File name: AL2021 PHX_Rev5.vwx



Scale: No Scale

4000 Total Chairs (74 Singles)
80 ADA

DOCK

HALL E

HALL D

HALL C

HALL B

HALL A

RESTROOM

RESTROOM

RESTROOM

RESTROOM

Chairs

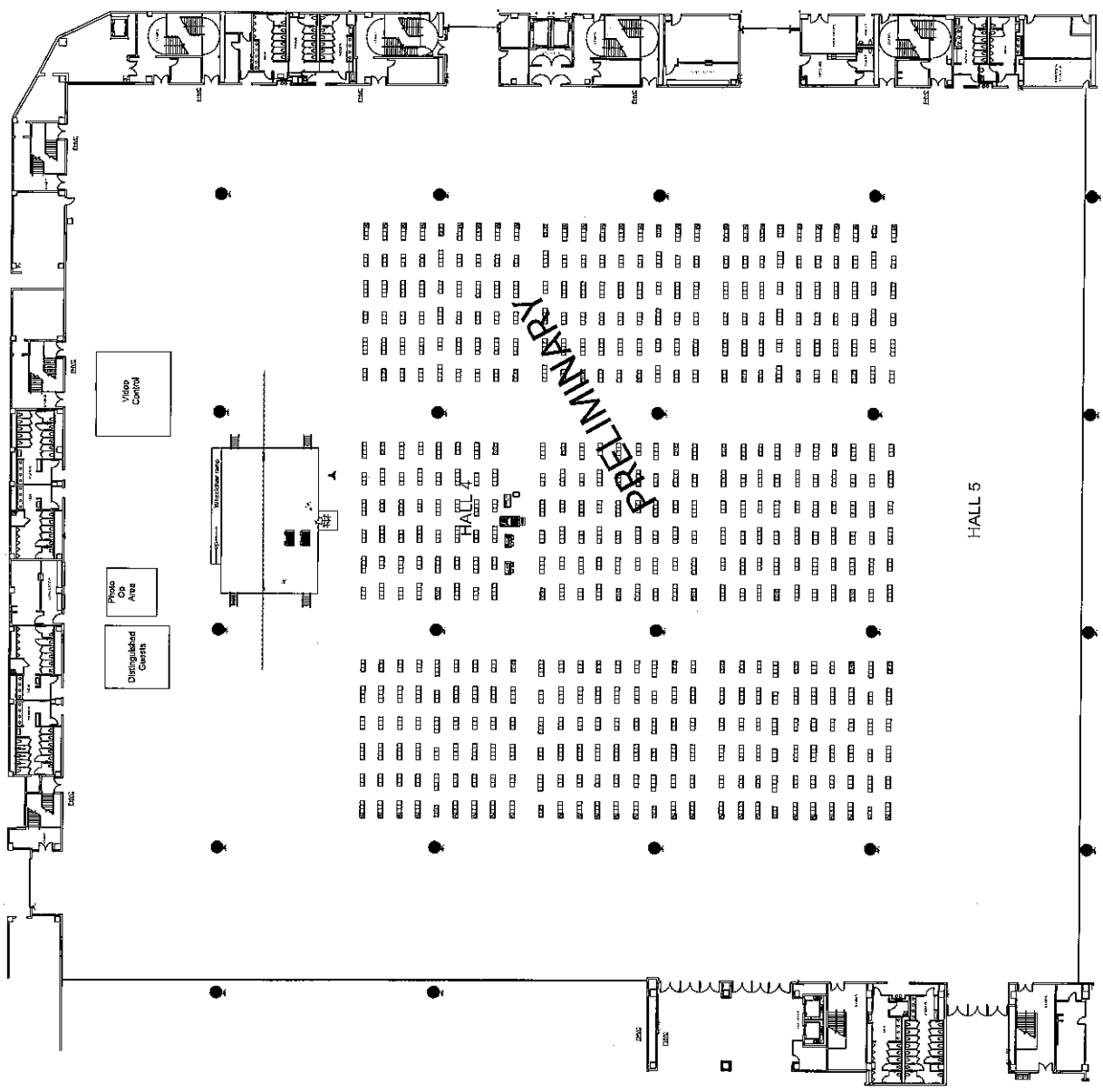
377-68-6997
 377-68-6998
 377-68-6999
 377-68-7000

The approved design concept is intended to be used as a guide only. The contractor is responsible for the design and construction of the entire project. The architect is not responsible for the design and construction of the entire project. The architect is not responsible for the design and construction of the entire project.

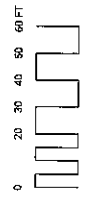
14-Apr-21
 Revised 0003 Seating
 REV. A. 14-Mar-21



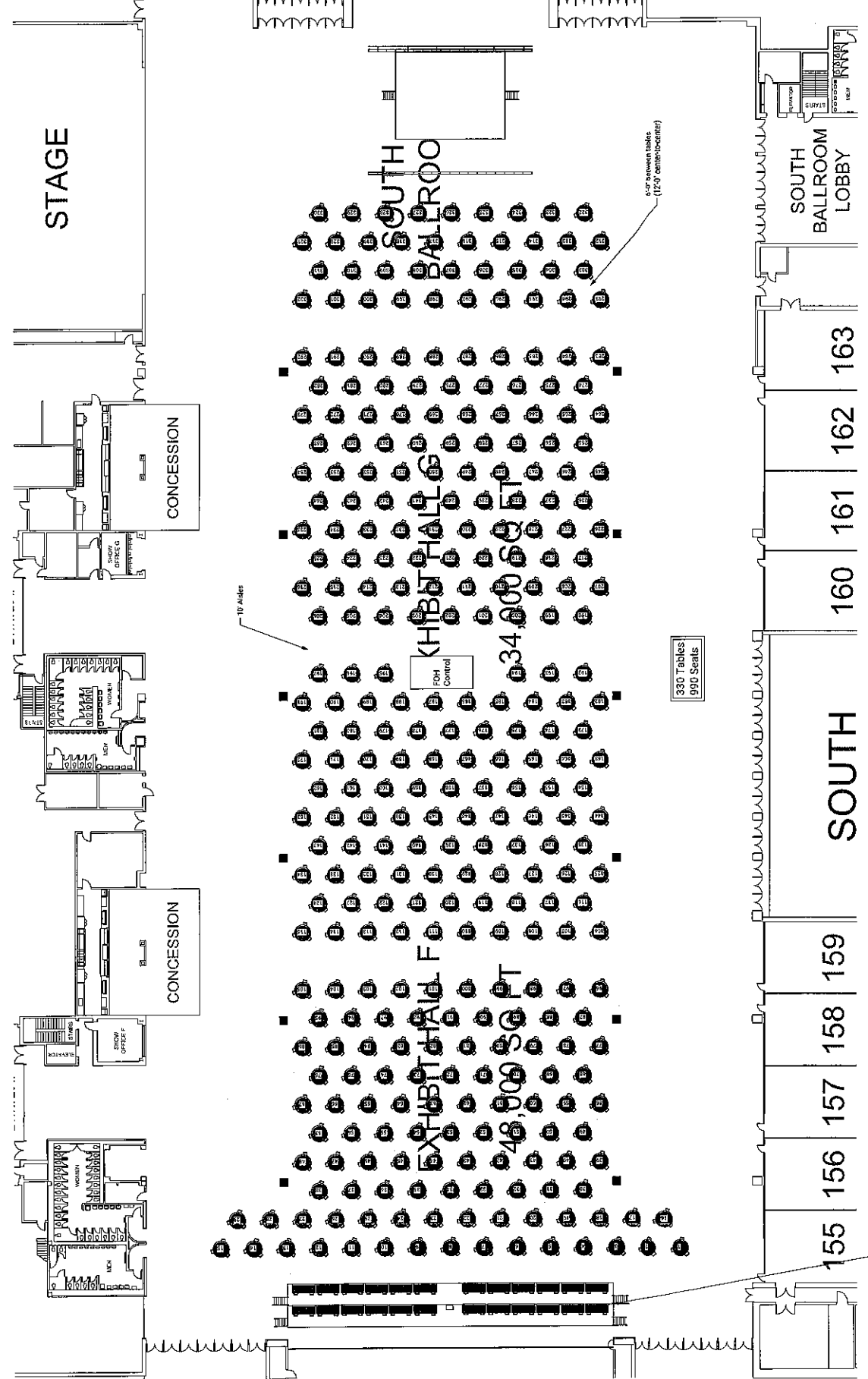
ALA 2021
Distanced Seating
 NAME: PCC
 Halls 4 + 5
Seating Layout
 DATE: 14-Mar-21
 SHEET: 1 of 1
 SIZE: 18 x 24
 SCALE: 1/8" = 1'-0"



Total Seats: 1669
 Includes
 Single Seat pods 37
 ADA seats 46



370 N. 24th Street
 Milwaukee, WI 53212
 Tel: 414.224.1111
 Fax: 414.224.1112
 www.stage-tech.com



Round Table setting:
 6 tables
 2 chairs per table
 12'0\"/>



Show Information	
Show Name	American Legion National Convention
Show Dates	August 27 - 31, 2021
Move-In	8/21/2021
Job #	L192660821
AE	Pat Bynar

Class Inventory as of 04/15/2021	
Management	
Dimension	Size Qty SqFt
15'X30'	450 1 450
50'X50'	2,500 1 2,500
130'X160'	20,800 1 20,800
Totals:	3 23,750

Management Inventory as of 04/15/2021	
Dimension	Size Qty SqFt
10'X10'	100 76 7,600
30'X50'	1,500 1 1,500
Totals:	77 9,100

Floor Plan Legend	
FEC	Fire Extinguisher
FVC	Fire Value Cabinet
U	Utility Port
BC	Building Column - 72" Diameter

Venue Info	
Building Name	Phoenix Convention Center
Hall	West Building, Halls 1-3
Floor	Lower Level
Address	100 N 3rd Street Phoenix, AZ 85004

Drawing Information	
File Path	\\SHEPARD\Projects\2021\American Legion National Convention\Drawings\PHOENIX\PHOENIX-CONVENTION-CENTER-LOWER-LEVEL-1-3.dwg
File Name	PHOENIX-CONVENTION-CENTER-LOWER-LEVEL-1-3.dwg
Drawn By	Theresa Carmella
Last Saved	4/15/2021 10:46 AM
Saved By	TmcGee
Tab	Floorsplan_1
Paper Size	ANSI A (11.0" x 8.5" inches)
Scale	NTS

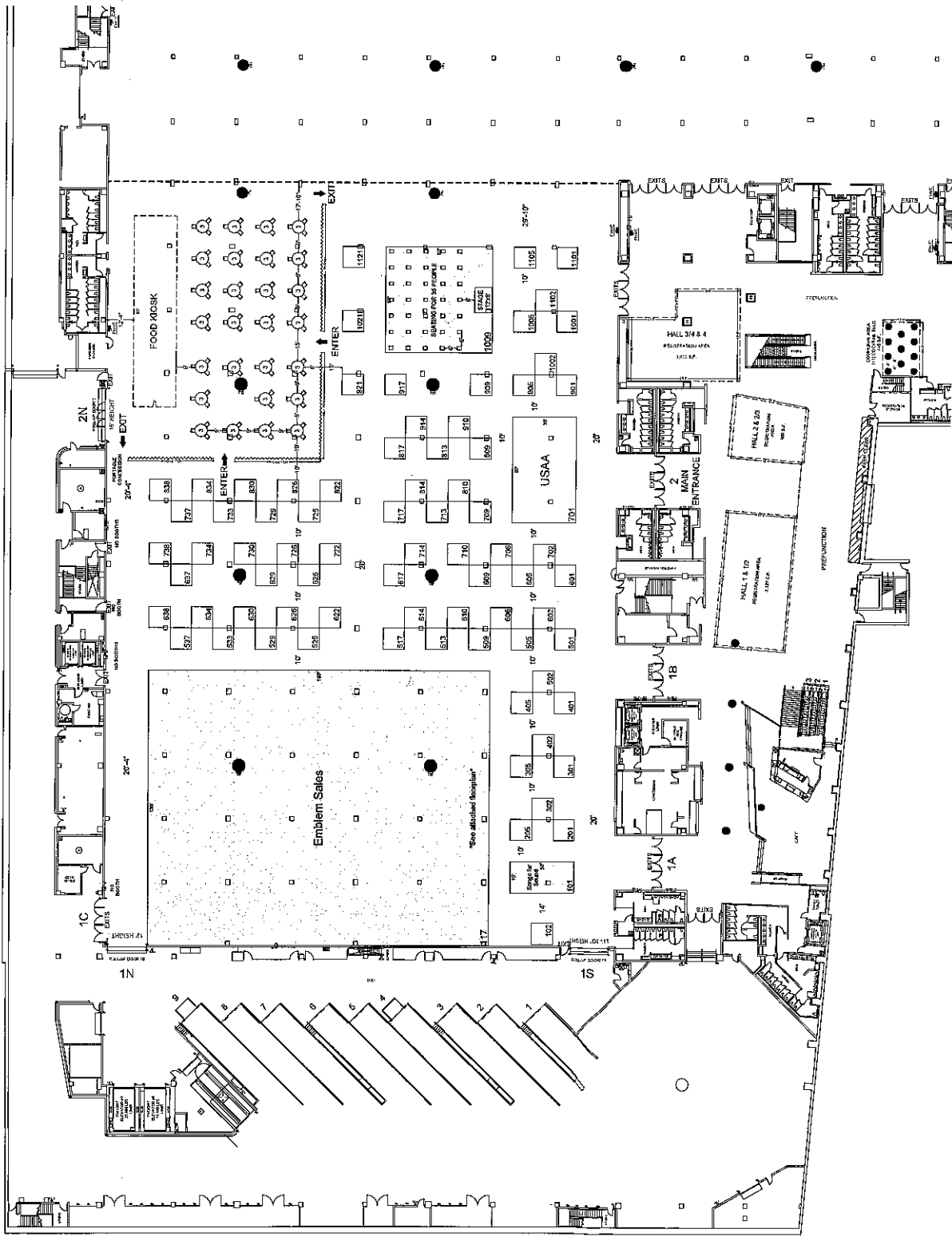
1531 Carroll Drive NW
Atlanta, GA 30318
(w) 404-720-8600
(f) 404-720-8750

American Legion National Convention

August 27 - 31, 2021

Phoenix Convention Center - West Building, Halls 1-3 - Lower Level

Phoenix, AZ



Shepard Exposition Services has made every effort to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. Verifying the locations of building columns, utilities, or other architectural components of the facility is the sole responsibility of the exhibitor/show management.

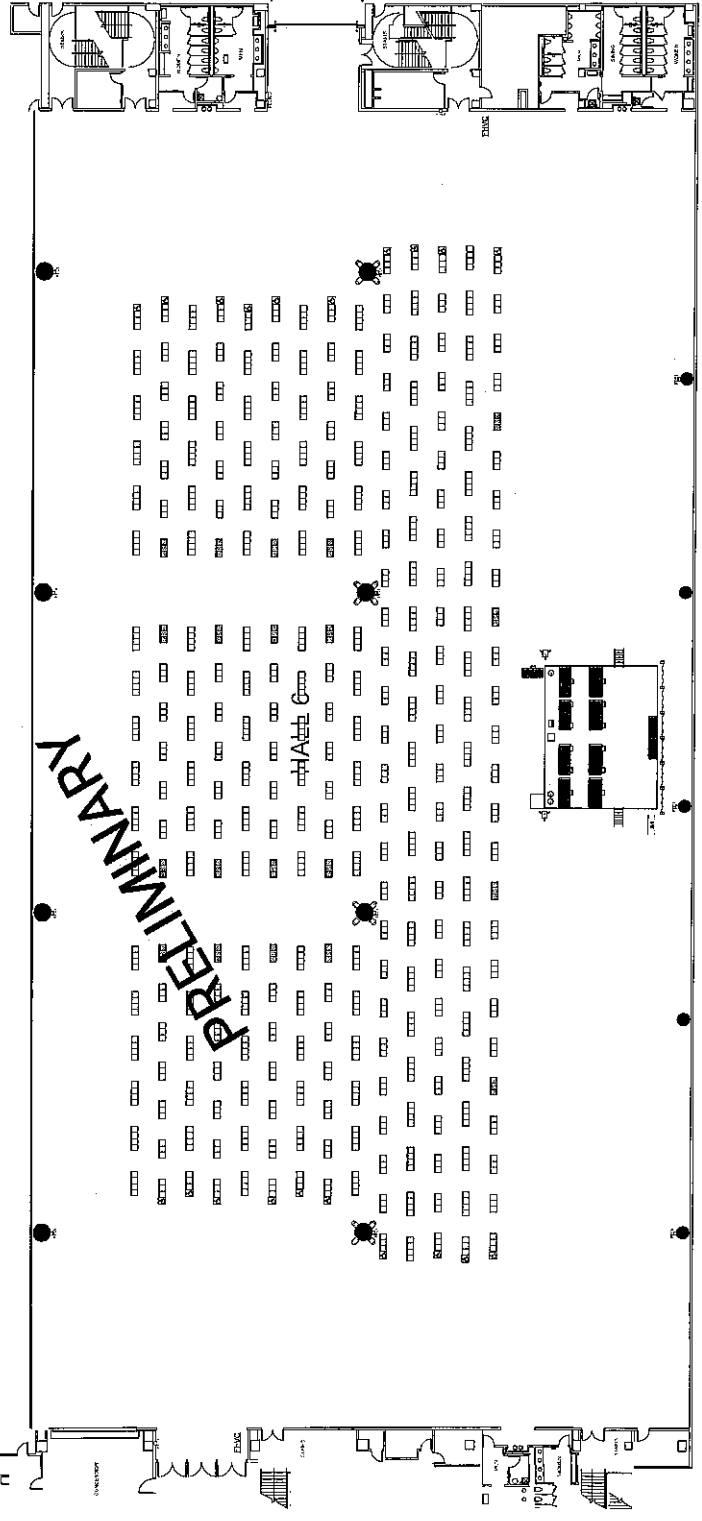
SUBJECT TO FIRE MARSHAL APPROVAL

10/11/2021
 PROJECT NO. 2021-001
 DRAWING NO. 01
 SHEET NO. 1 OF 1
 DATE: 10/11/21
 SCALE: 1/8" = 1'-0"

© 2021 Stage Rope, Inc. All Rights Reserved.
 No part of this drawing may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Stage Rope, Inc.



SAL 2021
 General Session
 Florio Convention Center
 Hall 6



1004 Seats
 Includes
 Single seats 20
 ADA Seats 20

Seating Layout
 DATE: 10/11/21
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 SCALE: 1/8" = 1'-0"

