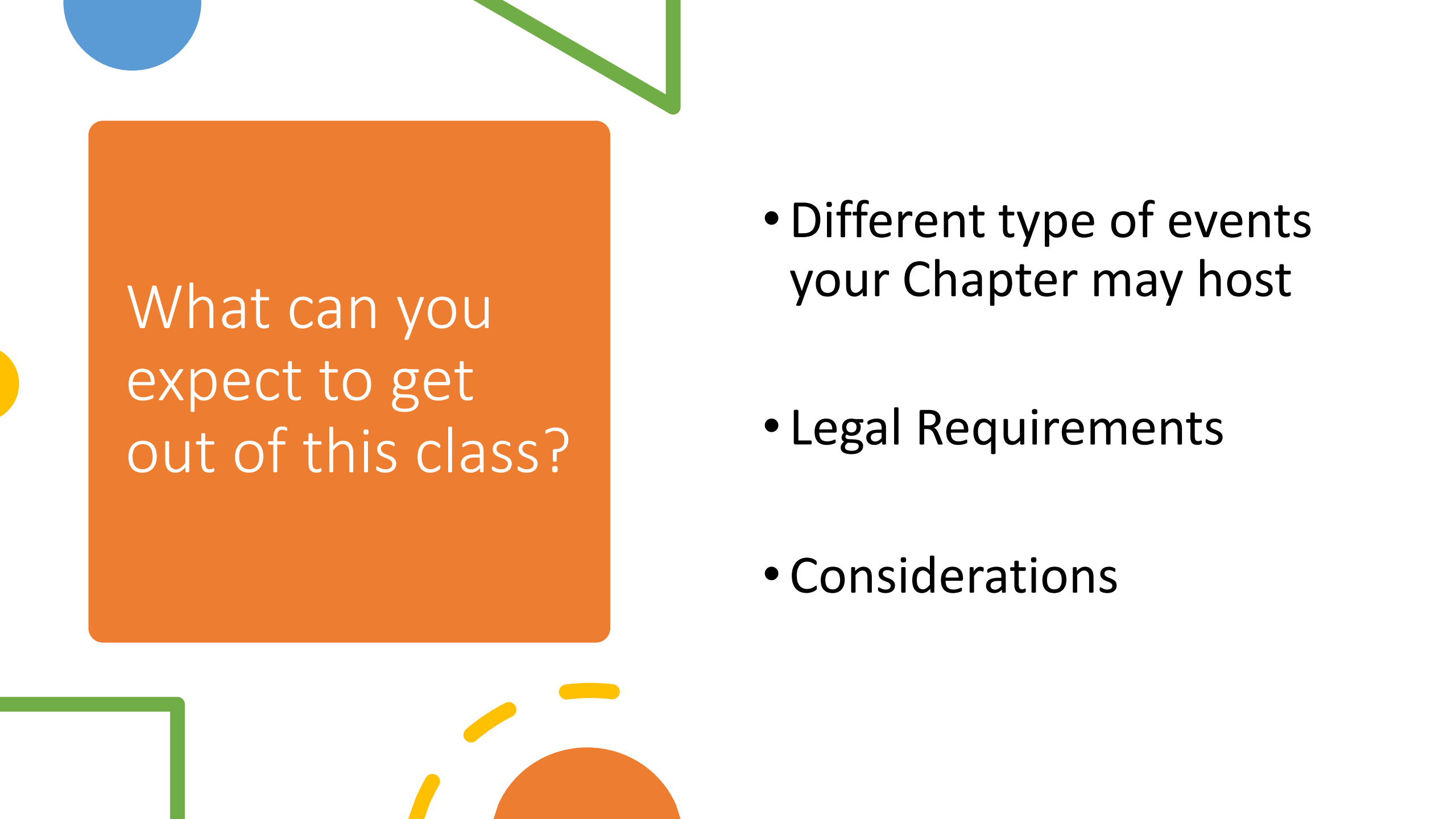


Event Planning

By Denny Luke





What can you expect to get out of this class?

- Different type of events your Chapter may host
- Legal Requirements
- Considerations

Type of Events

Fun Run or Overnight Fun Run

Small Charity Ride i.e. Poker/Dice Run etc.

Large Charity Ride

Escort i.e. Funeral, Dignitary, etc.

LEO escorted Rides

In house dinner, fundraiser, Party

Stay Focused Denny!

In the past I have combined event planning with ride planning. Event planning is the Event Coordinators job, Ride planning is the Road Captain's responsibility.

BE REALISTIC IN ESTIMATING THE NUMBER OF ATTENDEES.



A LARGE EVENT WILL REQUIRE MORE MEMBER ASSISTANCE.



WILL YOU BE SERVING FOOD? GAMES? ENTERTAINMENT?



WILL IT REQUIRE RESOURCES FROM OUTSIDE YOUR POST?



YOU MAY WANT TO ESTABLISH A COMMITTEE WITH MEMBERS RESPONSIBLE FOR INDIVIDUAL TASKS.



Date and Time of Event

ENSURE YOU CHECK FOR OTHER EVENTS SCHEDULED FOR THE SAME DAY and/or TIME!!!

- Do not step on other events especially ALR Chapter events in your area!
- Some Districts require (and all should in my opinion) their Chapters to submit their event and date to the District leadership for approval/acknowledgement.
- Generate a Pre- Event Notification Form.
- Deliver the Notification Form to all establishments involved in your event.
- Get the contact information of the Post Commander, Canteen Manager, Owner/Manager of establishment.
- Give them a copy of the Notification Form and give them your contact information.



Communication is vital and appreciated!

- Communicate with the establishment your expectations, needs and desires. Maybe you would like the establishment to provide a lite snack or maybe nothing because your next stop is a food stop.
- A couple days prior to the event call or visit all entities involved.
 - *Having the original signed notification form handy will prevent a lot of finger pointing !*
- While on the Ride, call the next stop prior to departure. Give them the approximate number of Riders and estimated arrival time.

Remember as an
Event
Coordinator or
Chairman you
do not need to
do or know how
to do
everything.

It is your job to recruit, assign and motivate talent.

Assemble a good team. Assign goals and timelines holding them accountable.

Offer feedback on what is right or any desired change of direction.

Keep them focused on their area of responsibility.

POKER RUN Duties


Put together Door Prize/Sponsor Bags		
<u>SET-UP</u>		
Pick up Meats		
Pick up Fixins		
Fence		
Table/Chairs		
Bar		
Flags/Banner		
Porto-lets		
<u>Registration</u> (2)		
<u>Cards</u> (1 per location)		
American Legion Post 129		
Reni's Redneck Yacht Club		
The Steel Pony		
Hooters at Tinseltown Post 316		
<u>Chicken Drop</u>		
<u>50/50</u>		
<u>Kitchen</u>		
Cook (2)		
Servers (3) Outside		
Servers (3) Inside		
<u>Tear Down / Clean – up</u>	All Hands!!!!!!	

Create your own Responsibility Form tailored for your specific event.

Most are comfortable using Excel or Word to create forms.

List the tasks and who is responsible for completion.

Is it going to be a Fun Run, Chairity Run, Escort, LEO Ride, Dinner/Party function?

- Will it be a day ride, or will it include a layover for one or more nights?
 - Will only your Chapter members be attending?
 - Will other Chapter members be attending?
 - Will non-ALR members be attending?
 - Obtain Waiver from the ALR website.
- 





AMERICAN LEGION RIDERS	
From the Chairman	
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Highlighted Events	
Capture the Plaque	
Chapter of the Year	
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Calendar	
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Resources






























2022 ALR Fall Conference Resources

General Session Presentation  	
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2022 ALR Convention Resources

General Session Presentation  	Strategic Partners List 
Missing in America Project 	

General Resources

50 Tips for Better Leadership 	Approval Letter  
Chapter Standard Operating Procedure 	Stand Operation Procedures Acknowledgement  
Emblem Usage Request 	Emergency Medical Record (EMR) 
Liability Waiver  	Liability Waiver Signature Page  
Installation Ceremony 	Meeting Minutes Example 
Meeting Template for Adjutant 	Membership Application 
ALR Membership Cards 	Name and Emblem Guide 
Rules and Regulations: Name and Emblems 	Officer Report 
Patch Requirements 	Sgt-at-Arms Manual  
Standing Rules 	Start Up Letter Template 
Start Up Procedures  	Volunteer Tracking Form 
Zone-Area-District Map 	

Scholarships

Applying for Scholarships 	Non-Traditional Student 
Department Memorial 	Samsung 
National Children of Warriors 	Scholarship Requirements 

Check the ALR website Resource Page for your administrative needs.

Attend the ALR Website Class to learn what the site offers.

American Legion Rider Chapter 316

Event Notification Form

ALR 316 Director _____ is pleased to announce our Chapter will be having a Charity event scheduled on, day/month/year . We anticipate having approximately number of participants attend this event. We anticipate arriving approximately time and departing at approximately time . Will your establishment to be a part of this great event?

Your organization's contact info:

Name: _____

Address: _____

Phone #: _____

Email: _____

POC Name: _____

POC Contact info: _____

Will you agree to be a supporter of our event.

Yes _____ No _____

Canteen manager's name _____

Canteen manager's signature _____ Date _____

Yes _____ No _____

Post Commander's name _____

Post Commander's signature _____ Date _____

If you agree to support our event it is understood your facility will be open, fully available to participants and properly staffed for the number of estimated participants.

Are there any special considerations we should be aware of on the day of the event?

Yes _____ No _____ if yes please list them below.

Our contact information for this event is as follows:

POC Name: _____

Address: _____

Email: _____

Cell #: _____

Create your own Notification Form tailored for your specific Event.

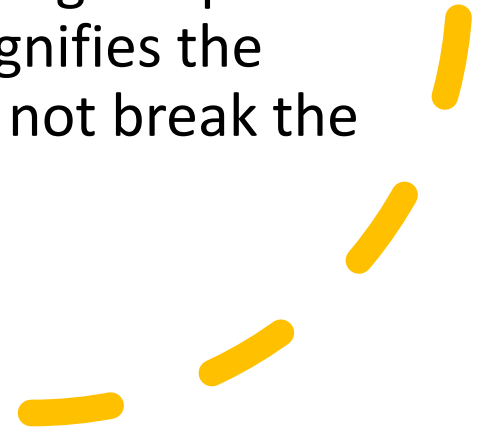
I suggest you complete 2 forms giving one to the establishment and retain the other for your records.

I normally take a pic of the completed form with my phone.

ALR Escort Rides

- Be advised - The ALR does not have the authority to violate any public traffic regulations.
- Officially we can not block intersections or run red lights.
- Most LEO's will not intervene with an ALR Escort especially a Funeral Escort.

Encourage all members in the entourage to put on their flashing lights. This normally signifies the group is together and others should not break the line.

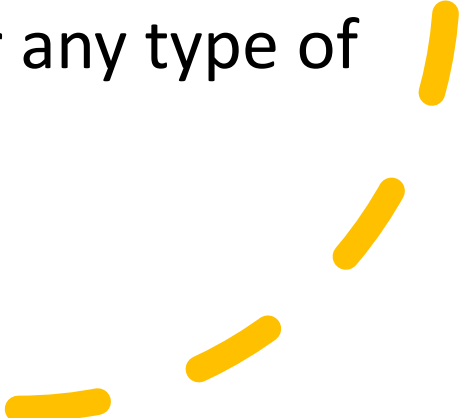


Law Enforcement Officer (LEO) Escorted Rides

Contact your local law enforcement agency to inquire about their requirements and availability.

- In smaller communities, Posts may have a friendlier relationship with LEO than in larger cities, therefore it may be easier to obtain LEO assistance.
- What are their jurisdiction limitations, can they escort for the whole Ride?
- Will they work with other LEO's from other jurisdictions?
- What will the cost be and how will the invoice be paid?

In House Dinner, Fundraiser or Party

- Ensure you clear your event with the Post leadership and get it on the Post calendar.
 - Will it be held inside or will it be outside?
 - Will you need the use of the kitchen?
 - *Do you need a Food Handling Certification? If so, attend one of the classes offered at TAL Convention/Conference*
 - Will you need a Special Permit or any type of city/county permit?
- 

Regardless of the type of event you are planning, all events have a lot in common.

```
graph TD; A[Regardless of the type of event you are planning, all events have a lot in common.] --> B[Planning]; B --> C[Communication]; C --> D[Cooperation]; D --> E[You need knowledge of the rules & regulations surrounding your event for your community.]
```

Planning

Communication

Cooperation

You need knowledge of the rules & regulations surrounding your event for your community.

Advertisement

- Create an Event Flyer as soon as possible.
- Create a Facebook Event Page as soon as possible.
- Use QR codes – there are many free apps
 - Google has one that's accessible on Chrome.

Event Flyers

Remember to create your Flyer as if everyone reading it is from out of State.

- Include an address and phone number for all stops on the flyer or score sheet.

Be aware of The American Legion Trademark Restrictions and in good taste with no foul language, nudity, etc.

Basically, nothing can touch or be superimposed on our Emblems

The American Legion Name and Emblem Use and Protection Guide



<https://www.floridalegion.org/wp-content/uploads/2018/09/Name-Emblem-Guide-WEB.pdf>

There are a lot of good and free flyer maker software applications on the web. Find one you are comfortable with and use it.

Some of the top Online Tools For Making Professional Flyers

- 1: Canva
- 2: Stencil
- 3: Adobe Spark
- 4: VistaCreate
- 5: Piktochart
- 6: Visme
- 7: MyCreativeShop



A Good Free & Easy to use Flyer Website is: postermywall.com

The screenshot displays the PosterMyWall website interface. At the top, there is a navigation bar with the logo 'postermywall' and menu items: 'My Stuff', 'Templates', 'Promote', 'Discover', and 'Pricing'. A search bar on the right contains the text 'Try "sale flyer"' and a 'Create' button. Below the navigation bar, there are tabs for 'All', 'Shared with me', and 'Favorites'. A search box for designs is also present.

The main content area is divided into two sections: 'Folders' and 'Designs'. The 'Folders' section includes a '+ New folder' button. The 'Designs' section features a '+ New design' button and a grid of 12 flyer templates. Each template has a preview image and a caption below it:

- Copy of Hero Discount
- Copy of A3 back to school poster
- four chaplains day
- the 50's poster template
- Copy of motorcycle event flyer
- Copy of Christmas Party Flyer
- Copy of New Years Flyer
- Copy of Paint and Sip Party
- Copy of Ugly Sweater Flyer
- Copy of Christmas
- Copy of Christmas Eve Pajama ...

At the bottom left, there is a promotional banner for 'Unlock unlimited creativity' with an 'Upgrade' button. The footer area contains a 'My Stuff' sidebar with options like 'My emails', 'My social posts', 'Content Planner', 'Web pages', 'Team', 'Brand Kits', 'Order history', and 'Trash'.



Event Flyers

Consider the colors you use on the Flyer. This is important for 2 reasons:

- Color printer cartridges are not cheap.
- You do not want your information to get lost in a sea of color.
- The viewer needs to immediately see the “Who, When, Where, What & Why” Don’t have similar background and print color as it will all bleed together.
- Upload your Flyer to every website you can find and drop off at all motorcycle high use locations.

Bad example of a flyer

Do you know where to go to register?

What are the stops?

Where is the afterparty?

RUSHVILLE - SHELBYVILLE - GREENSBURG



POKER RUN
ALL BIKES WELCOME!!

BIKE SIGN IN AT SPORTSMAN'S BAR IN RUSHVILLE 11 AM
BIKE RUN BEGINS AT NOON
BIKE RUN ENDS AT THE WESTSIDE BAR IN RUSHVILLE
RUN TIME APPROX. 4 HOURS - \$10 PER RIDER

GREENSBURG ROCK BAND SPONSORED BY
THORN 4 MEMORY *Budweiser*
PERFORMING LIVE

PUBLIC EVENT HELD AT THE WESTSIDE BAR
- HOG ROAST - RAFFLE - AUCTION -
GAMES - 2 LIVE BANDS - 50/50 DRAWING

JANELLE (CAMERON) BEDEL
IS A 31 YR OLD MOTHER FROM RUSHVILLE.
SHE HAS BEEN DIAGNOSED WITH A VERY RARE
CANCER AND APPRECIATES YOUR SUPPORT !

WWW.JANELLESJOURNEY.FREESERVERS.COM

Considerations



Permits



Fees



Insurance



Advertisement



Notification to Post and/or participating establishments



Route Planning



Entertainment and/or food



Hotel accommodations

Permits

- Each municipality is unique unto themselves, however, most only require an event permit if blocking a street(s).
- Most motorcycle events are considered a rolling street blockage so therefore do not require a city permit.
- Be aware, if you are requesting a LEO escort you may want to consider paying for a permit which LEO will give preference to.



Will you need a temporary permit to sell alcohol during your event? Know the laws of your City/County

- Will your event will be within the confines of your Post?
- Will it be in your Post parking lot which is not enclosed? If so, you may be required to obtain a Special Permit or Permits.
- The Department of Business & Professional Regulation will issue a Special Temporary Alcohol Permit for a maximum of 3 days for a single event. Your organization is limited to 12 events per year. The current cost is \$25.00.





ALCOHOLIC BEVERAGES & TOBACCO - TEMPORARY PERMITS

Temporary Permits for One, Two, and Three Day Events and Associated Special Acts

Pursuant to section 561.422, Florida Statutes, upon the filing of an application and payment of a fee of \$25 per permit, the division may issue a permit authorizing a bona-fide nonprofit civic organization, charitable organization, municipality, or county to sell alcoholic beverages for consumption only on premises for a period not to exceed 3 days, subject to any state law or municipal or county ordinance regulating the time for selling such beverages. Any such civic organization, charitable organization, municipality, or county may be issued up to twelve temporary permits per calendar year, except in those counties or cities with special acts governing the number of permits allowed annually.

Information regarding the cities and counties with applicable special acts can be found at:

Temporary Permits - Special Acts

- Applicants may [apply online](#) or [submit an application](#) with a \$25 check or money order, online, by mail, or hand delivery, to a Division District Office serving the location of the licensed premise address at least seven days prior to the first day of the planned event to ensure the permit is issued by the requested event date. A list of the Division's Licensing District Offices can be found at:

Local ABT Licensing Offices

- The application will be reviewed and if there are no deficiencies the permit will be issued. The division will notify the applicant in writing of any deficiencies. The applicant may also schedule an appointment with the district office and if there are no deficiencies the permit will be issued at the appointment.

Alcoholic Beverages & Tobacco

Division Home

News and Notices from the Division

Regulatory and Compliance Resources

Daily License Status & Reporting Data

Licensing

Auditing & Tax Collection

Law Enforcement

Join Our Team

Contact AB&T

Quick Links

- [FAQs](#)
- [Forms and Publications](#)
- [Statutes & Rules](#)

Need Help?

All requests for publications, documents, forms, applications for licenses, permits and other similar certifications can be obtained by contacting the Customer Contact Center.

Sterling Whisenhunt, Director

**FORM DBPR ABT – 6003
APPLICATION FOR TEMPORARY PERMIT OR SPECIAL SALES LICENSE
DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO**

FORM DBPR ABT – 6003 IS REQUIRED TO:

- Apply for a temporary permit, not exceeding three days, to sell alcoholic beverages for consumption on premises only; or
- Apply for a special sales license, not exceeding three days, for the package sale only of alcoholic beverages.

FORM DBPR ABT – 6003 CHECKLIST

TRANSACTION	APPLICATION REQUIREMENTS
<p>TEMPORARY PERMIT</p>	<ul style="list-style-type: none"> <input type="checkbox"/> APPLICATION FORM DBPR ABT – 6003 <ul style="list-style-type: none"> <input type="checkbox"/> Complete Sections 1-6. <input type="checkbox"/> Obtain Notarization for Applicant Affidavit in Section 6. <input type="checkbox"/> Determine if Section 8 applies to the location of the event and obtain attestation of permanent licensee if applicable. <input type="checkbox"/> APPROVALS BY OTHER STATE OR LOCAL AGENCIES <ul style="list-style-type: none"> <input type="checkbox"/> Section 3 - Sales Tax Certification Obtain approval from the local area office of the Florida Department of Revenue. <input type="checkbox"/> Section 4 – Zoning Approval Obtain approval from the city or county zoning authority governing the location of the event. <input type="checkbox"/> APPLICATION FEE <ul style="list-style-type: none"> <input type="checkbox"/> \$25.00 Payable To: Div. of Alcoholic Beverages and Tobacco <input type="checkbox"/> FILE APPLICATION FORM DBPR ABT - 6003 <ul style="list-style-type: none"> <input type="checkbox"/> Submit the original, completed application with the required approvals and the application fee at least seven (7) days prior to the first date of the planned event.

**FORM DBPR ABT – 6003
APPLICATION FOR TEMPORARY PERMIT OR SPECIAL SALES LICENSE
DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO**

FORM DBPR ABT – 6003 IS REQUIRED TO:

- Apply for a temporary permit, not exceeding three days, to sell alcoholic beverages for consumption on premises only; or
- Apply for a special sales license, not exceeding three days, for the package sale only of alcoholic beverages.

FORM DBPR ABT – 6003 CHECKLIST

TRANSACTION	APPLICATION REQUIREMENTS
<p align="center">TEMPORARY PERMIT</p>	<ul style="list-style-type: none"> <input type="checkbox"/> APPLICATION FORM DBPR ABT – 6003 <ul style="list-style-type: none"> <input type="checkbox"/> Complete Sections 1-6. <input type="checkbox"/> Obtain Notarization for Applicant Affidavit in Section 6. <input type="checkbox"/> Determine if Section 8 applies to the location of the event and obtain attestation of permanent licensee if applicable. <input type="checkbox"/> APPROVALS BY OTHER STATE OR LOCAL AGENCIES <ul style="list-style-type: none"> <input type="checkbox"/> Section 3 - Sales Tax Certification Obtain approval from the local area office of the Florida Department of Revenue. <input type="checkbox"/> Section 4 – Zoning Approval Obtain approval from the city or county zoning authority governing the location of the event. <input type="checkbox"/> APPLICATION FEE <ul style="list-style-type: none"> <input type="checkbox"/> \$25.00 Payable To: Div. of Alcoholic Beverages and Tobacco <input type="checkbox"/> FILE APPLICATION FORM DBPR ABT - 6003 <ul style="list-style-type: none"> <input type="checkbox"/> Submit the original, completed application with the required approvals and the application fee at least seven (7) days prior to the first date of the planned event.
<p align="center">SPECIAL SALES LICENSE</p>	<ul style="list-style-type: none"> <input type="checkbox"/> APPLICATION FORM DBPR ABT – 6003 <ul style="list-style-type: none"> <input type="checkbox"/> Complete Sections 1-3 and 7. <input type="checkbox"/> Obtain Notarization for Applicant Affidavit in Section 7. <input type="checkbox"/> <input type="checkbox"/> APPROVALS BY OTHER STATE OR LOCAL AGENCIES <ul style="list-style-type: none"> <input type="checkbox"/> Section 3 - Sales Tax Certification Obtain approval from the local area office of the Florida Department of Revenue. <input type="checkbox"/> APPLICATION FEE <ul style="list-style-type: none"> <input type="checkbox"/> \$25.00 Payable To: Div. of Alcoholic Beverages and Tobacco <input type="checkbox"/> FILE APPLICATION FORM DBPR ABT - 6003 Submit the original, completed application with the required approvals and the application fee at least seven (7) days prior to the first date of the planned event.

GENERAL INSTRUCTIONS

TO PREPARE FORM DBPR ABT – 6003:

All fields must be completed. If a question on the form is not applicable, insert "N/A." The form must be signed by the applicant prior to filing the application with the Division.

TO SUBMIT FORM DBPR ABT – 6003:

The completed, original application must be submitted, by mail or hand delivery, to a Division District Office serving the location of the licensed premise address at least seven days prior to the first day of the planned event to ensure the permit is issued by the requested event date. District Office contact information is available at:

<http://www.myfloridalicense.com/DBPR/alcoholic-beverages-and-tobacco/>.

LAWS AND REGULATIONS RELATED TO THE TEMPORARY PERMIT

Florida Law for Temporary Permits

Pursuant to section 561.422, Florida Statutes, upon the filing of an application and payment of a fee of \$25 per permit, the division may issue a permit authorizing a bona-fide nonprofit civic organization, charitable organization, municipality, or county to sell alcoholic beverages for consumption only on premises for a period not to exceed 3 days, subject to any state law or municipal or county ordinance regulating the time for selling such beverages. Any such civic organization, charitable organization, municipality or county may be issued up to twelve temporary permits per calendar year, except in those counties or cities with special acts governing the number of permits allowed annually. Information regarding the cities and counties with applicable special acts can be found at:

<http://www.myfloridalicense.com/DBPR/alcoholic-beverages-and-tobacco/>.

Purchases of Alcoholic Beverages and Related Records

The permitted bona-fide nonprofit civic organization, charitable organization, municipality, or county may purchase alcoholic beverages from a distributor or vendor licensed under the beverage law. All records of alcoholic beverage purchases and sales must be retained for examination upon request of the Division of Alcoholic Beverages and Tobacco.

Sales of Alcoholic Beverages and Related Revenue

All alcoholic beverage sales transacted under the authority of the permit must be made by responsible members of the permitted organization, only during the permitted time frame, and only at the permitted location. All net profits from sales of alcoholic beverages collected during the permit period must be retained by the permitted nonprofit civic organization or charitable organization. When a temporary permit is issued to a municipality or county, all net profits derived from sales of alcoholic beverages during the permit period must be donated to a nonprofit civic or charitable organization within 90 days after the event.

Changes to the Permitted Event Date(s) or Event Venue

If, before the first day of the event date, the permitted event is rescheduled for reasons outside the control of event organizers, the applicant organization must notify the Division within 14 days of the cancellation to be eligible for reissuance of the temporary permit on the rescheduled date(s) at no additional application fee.

If the permitted venue becomes unavailable and a new venue is chosen, the city or county zoning authority serving the new event venue must complete a new Section 4 of this application confirming zoning approval.

ADDITIONAL INSTRUCTIONS FOR TEMPORARY PERMIT APPLICATION SECTIONS	
SECTION	ADDITIONAL INSTRUCTIONS
Section 1: Applicant Information	Registration of Legal Entity or Proof of Nonprofit Status All corporations, domestic or foreign, and limited liability companies seeking a permit are required to be registered with the Florida Secretary of State, Division of Corporations, as an active nonprofit. Organizations which are not incorporated must submit one of the following: a letter outlining the purpose and the goals of the event and who will benefit from the event's profits; the organization's national, state, or local charter; the organization's by-laws, 501(c)3 registration, or minutes of meeting. The application will be considered incomplete without this active registration and proof of nonprofit status. For further information, contact the Department of State at (850) 488-9000 or www.sunbiz.org .
Section 3: Sales Tax Certification	Sales Tax Certification Section 3 must be completed by the Florida Department of Revenue confirming that the applicant has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due. Applications must be submitted within 90 days of DOR approval. The address and other contact information for Department of Revenue area offices can be found at: http://dor.myflorida.com/dor/taxes/servicecenters.html .
Section 4: Local Zoning Approval	Local Zoning Approval Section 4 applies only to applications for a temporary permit, not exceeding three days, to sell alcoholic beverages for consumption on premises only. The city or county zoning authority serving the area where the event or special sale will be held must complete this section confirming zoning approval. Applications must be submitted within 180 days of receiving zoning approval. The address and other contact information for area zoning offices can be found at: http://www.myfloridalicense.com/DBPR/alcoholic-beverages-and-tobacco/ .
Section 5: Description Of Premises of Temporary Event	Description Of Premises of Temporary Event (Premises Sketch) Section 5 requires a complete sketch of the premises, drawn in ink or computer generated (letter size), detailing all permanent walls, doors, windows, counters, and labeling each room and area. Any outside areas where alcoholic beverages will be sold, consumed, or served must also be included in the sketch. Due to the difficulty of scanning, no blueprints will be accepted. When the event will be held at a location currently licensed for the sale of alcoholic beverages, a sketch of the entire premises must be submitted. If the event will not make use of the entire licensed premises, the sketch must identify the separate room or enclosure area of the licensed premises where the event will be held. In such circumstances, the attestation in Section 8 of this application must be signed by the current, permanent licensee and must be submitted by the nonprofit civic organization, charitable organization, municipality or county as part of its completed application.
Section 6: Affidavit of Applicant for Temporary Permit	Affidavit of Applicant for Temporary Permit Section 6, the affidavit of applicant for temporary permit, must be read and signed by an officer of the applicant organization in the presence of a notary, with the notary's seal affixed.
Section 8: Attestation By Permanent License Holder	Attestation By Permanent Licensee For Use Of Licensed Premises As A Permitted Temporary Event When the event will be held at a location currently licensed for the sale of alcoholic beverages, the attestation in Section 8 of this application must be signed by the current, permanent licensee and must be submitted by the nonprofit civic organization, charitable organization, municipality or county as part of the completed application.

LAWS AND REGULATIONS RELATED TO THE SPECIAL SALES LICENSE

Florida Law for Special Sales Licenses

Pursuant to section 561.20(12)(a), Florida Statutes, upon the filing of an application and payment of a fee of \$25 per license, the division may issue a license authorizing the sale of alcoholic beverages in sealed containers only, for a period not to exceed 3 days. This license is issued only for the purpose of authorizing: a sale pursuant to levy and execution; a sale by an insurance company in possession of alcoholic beverages; a bankruptcy sale; a sale resulting from a license suspension or revocation; a sale of damaged goods by a common carrier; a sale by a bona fide wine collector; or a sale pursuant to Part V of Chapter 679, Florida Statutes.

ADDITIONAL INSTRUCTIONS FOR SPECIAL SALES LICENSE APPLICATION SECTIONS

SECTION	ADDITIONAL INSTRUCTIONS
Section 1: Applicant Information	Registration of Legal Entity All corporations, domestic or foreign, general partnerships, limited liability companies, limited liability partnerships, and limited partnerships seeking a license are required to be registered with the Florida Department of State, Division of Corporations. The application will be considered incomplete without this active registration. For further information, contact the Department of State at (850) 488-9000 or www.sunbiz.org .
Section 3: Sales Tax Certification	Sales Tax Certification Section 3 must be completed by the Florida Department of Revenue confirming that the applicant has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due. Applications must be submitted within 90 days of DOR approval. The address and other contact information for Department of Revenue area offices can be found at: http://dor.myflorida.com/dor/taxes/servicecenters.html .
Section 7: Affidavit of Applicant for Special Sales License	Affidavit of Applicant for Special Sales License Section 7, affidavit of applicant for special sales license, must be read and signed by the individual applicant, every partner of a general partnership, every general partner of a limited partnership, a managing member, manager, or officer of a limited liability company, a managing member, manager, or officer of a limited liability partnership, or an officer of a corporate applicant, in the presence of a notary, with the notary's seal affixed.

TYPE OF APPLICATION	
<input type="checkbox"/> Temporary Permit	<input type="checkbox"/> Special Sales License

SECTION 1A: APPLICANT INFORMATION			
Full Name of Applicant(s) <small>The permit will be issued in the name of the applicant as provided on the application.</small> <div style="font-size: 1.2em; font-weight: bold;">Use the name on Sunbiz.org</div>			
Applicant Mailing Address			
City	County	State	Zip Code
		FL	
Applicant Telephone Number		Applicant E-mail Address	
Use your info			
Corporation or Other Legal Entity <small>If the applicant is a corporation or other legal entity, enter the name and the document number related to the legal entity as registered with the Florida Department of State Division of Corporations.</small>			
FEIN Number		Florida Department of State Document Number	
Can be found on Sunbiz.org			


SECTION 1B (OPTIONAL): DESIGNATED CONTACT			
<small>A contact person must be designated below if the applicant prefers to designate a person other than the applicant to receive and reply to Division communications regarding this application. The designated contact person will be permitted to make changes to the application paperwork on behalf of the applicant, and the Division will communicate directly with the contact person regarding the application. The applicant will not be copied on communications from the Division to the designated contact. It is the responsibility of the applicant to inform the Division if there is a change of designated contact and/or to the contact information of the designated contact.</small>			
Full Name of Designated Contact <div style="font-size: 1.2em; font-weight: bold;">Use your info for this section</div>			
Designated Contact Mailing Address			
City	County	State	Zip Code
		FL	
Designated Contact E-mail Address		Designated Contact Telephone Number	
		Ext.	

SECTION 2: DATES AND LOCATION FOR PERMIT OR LICENSE			
Dates of Active Use for Temporary Permit or Special Sales License			
Provide the date(s) of the event or sale when the permit or license will be effective. The dates provided may not exceed three days.			
Day 1	Day 2	Day 3	
Address for Physical Location of Temporary Event or Special Sales Event			
City	County	State	Zip Code
		FL	
Is the event location currently licensed for sales of alcoholic beverages under a permanent license issued by the Division? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, obtain attestation of permanent license holder in Section 8.			

SECTION 3: SALES TAX CERTIFICATION TO BE COMPLETED BY THE FLORIDA DEPARTMENT OF REVENUE	
Full Name of Applicant(s)	
Florida Department of Revenue Verification of Registration	
The named applicant(s) for a temporary permit or special sales license has complied with Florida Statutes concerning registration for Sales and Use Tax and has paid or agreed to pay any applicable taxes due.	
Authorized Agency Signature _____	
Printed Name _____	
Title _____	
Date _____	

Go to Taxpayer Service Centers for the address of your closest facility

 **Florida**
DEPARTMENT OF REVENUE

Search Terms... 

HOME **CHILD SUPPORT** **PROPERTY TAX** **GENERAL TAX** **TAX DATA** **CONTACT**

Information for...

- Businesses and Employers
- Individuals and Families
- Tax Professionals
- Government Officials

Links

- General Tax
- Reporting
- Alcoholic Beverage Approvals
- Alcoholic Beverage or Tobacco Products Reporting
- Planning Documents
- Temporary License
- Improve the General Administration Website
- Frequently Asked Questions
- Resources for Businesses
- Account Information

Friday, January 17th - Sales and Use File and Pay System Issues

The Department of Revenue's electronic sales and use tax file and pay system experienced some technical issues late Friday afternoon, January 17, 2025. If you were unable to submit your sales and use tax return and payment during this time, please complete your electronic return and payment now. You may email fdortaxpayerservices@floridarevenue.com if you had issues remitting your timely return and payment.

Updates and Information

Hurricane Helene **Hurricane Milton**

eFile and Pay

- eFile and Pay Taxes, Fees, and Remittances
- Enroll to eFile and Pay
- More eServices...

Registering a Business

- Account Registration
- Annual Resale Certificate for Sales Tax
- Print Annual Resale Certificates

Tax Information

- Corporate Income Tax
- Reemployment (Unemployment) Tax
- Sales and Use Tax
- More taxes...

DBPR page
has a link to
local zoning
department
addresses

DBPR ABT – 6003 APPLICATION FOR TEMPORARY PERMIT OR SPECIAL SALES LICENSE

SECTION 4: LOCAL ZONING APPROVAL			
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING THE TEMPORARY EVENT LOCATION			
Location of Temporary Event			
Street Address _____			

City	County	State	Zip Code
_____	_____	FL	_____
Local Zoning Approval			
The location of the temporary event complies with local ordinances for the temporary sale of alcoholic beverages based on the information supplied by the applicant in this application.			
Authorized Agency Signature _____			
Printed Name _____			
Title _____			
Date _____			

SECTION 5: DESCRIPTION OF PREMISES OF TEMPORARY EVENT

Full Name of Applicant(s)

Name or Title of Temporary Event

Neatly draw a floor plan of the premises in ink, including: sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, points of sale of alcoholic beverages, storage areas, restrooms, bar locations, and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.

Easy to download
overview from
Google maps, mark
up, copy & paste into
block.

**SECTION 6: AFFIDAVIT OF APPLICANT FOR TEMPORARY PERMIT
NOTARIZATION REQUIRED**

Full Name of Applicant(s)

"The applicant requesting the permit in the above and foregoing application is a nonprofit civic organization, charitable organization, municipality or county, and the permit, if used, will be used only by the applicant organization on the date(s) requested and at the location stated. By acceptance of this permit, the applicant agrees that, as a nonprofit or civic organization, all net profits from sales of alcoholic beverages during the permitted period will be retained by it, or, as a municipality or county, all net profits from sales of alcoholic beverages during the permit period will be donated to a nonprofit civic or charitable organization within 90 days after the permitted event. As a municipality or county, the applicant attempted to solicit a qualified nonprofit civic or charitable organization to conduct such sales for the permitted event but has been unable to find such a qualifying nonprofit civic or charitable organization in a reasonable and practicable manner and timeframe. The applicant organization has not received more than twelve (12) permits within the calendar year, unless otherwise authorized by law, and the applicant agrees that the location may be inspected and searched during the time that the permit is issued and business is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, Deputies, and Police Officers for purposes of determining compliance with the Florida Beverage Law.

I, the undersigned individual, or if a corporation, for itself, its officers and directors, hereby swear or affirm that I am duly authorized to make the above and foregoing application and, as such, I swear under oath or affirmation under penalty of perjury as provided for in sections 559.791, 562.45, and 837.06, Florida Statutes, that the foregoing information is true and correct."

Use the name on Sunbiz.org >

Signature of Applicant/Affiant

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 _____,

by _____ (print affiant name).

(_____) Personally Known

(_____) Produced Identification

Type of Identification Produced _____

Signature of Notary Public – State of Florida

Name of Notary Public – Typed, Printed, or Stamped

(NOTARY SEAL)

Commission Expires: _____

FOR DIVISION USE ONLY

DATE ACCEPTED BY DISTRICT OFFICE:

Complete if using
your Post which
has a permanent
ABT permit

SECTION 8: ATTESTATION BY PERMANENT LICENSE HOLDER FOR USE OF LICENSED PREMISES AS A PERMITTED TEMPORARY EVENT		
<p>An attestation is to be obtained from the current, permanent alcoholic beverage license holder when the temporary event of the applicant nonprofit civic organization, charitable organization, municipality, or county is hosted at a location that is permanently licensed by the Division of Alcoholic Beverages & Tobacco for the sale of alcoholic beverages.</p> <p>NOTE: The attestation must have the original signature of the alcoholic beverage license holder (only persons on file with the Division may sign) and must be submitted by the nonprofit civic organization, charitable organization, municipality, or county as part of the application for the Temporary Permit.</p>		
Full Name of Permanent License Holder at Temporary Event Location		
Business Name (D/B/A)		
License Number	Series of Permanent License	
	Series	Type:
Contact Person for Permanent License Holder	Contact Person Telephone Number	
		Ext.
Contact Person E-mail Address		
Name of Applicant for Temporary Permit		
Date(s) of Temporary Event		
Day 1	Day 2	Day 3
<p>A temporary permit is being requested for an event to be held on your licensed premises. During the permitted dates and times of the event, no sales or service of alcoholic beverages may be made under your permanent alcoholic beverage license in the area identified for use by the temporary permit applicant in Section 5 of this application. Failure to comply may result in administrative charges being filed against your license.</p>		
Signature of Permanent License Holder at Temporary Event Location		Date _____
Printed Name of Permanent License Holder at Temporary Event Location		



The Division of Corporations is the State of Florida's official business entity index and commercial activity website.

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Para español, seleccione de la lista

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Search Records

Corporations, Limited Liability Companies, Limited Partnerships, and Trademarks

Search by:

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[Corporation Records Search Guide](#)

Fictitious Names

Search by:



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cecil field pow mia

Search

Entity Name List

Corporate Name	Document Number	Status
CECIL FIELD POW/MIA MEMORIAL, INC.	N16000005922	Active
CECIL FLETCHER'S FRUIT HARVESTING, INC.	500577	INACT
CECIL FLETCHER'S USED CARS, INC.	500578	INACT
CECIL FLOWERS DENTAL SERVICES, INC.	P09000026303	INACT/CV
CECIL FORE, LLC	L04000019577	INACT
CECIL FOUNDATION LLC	L19000053449	INACT
CECIL FOUNDATION LLC	L24000191469	Active
CECIL GEE COMPANY	S91599	INACT
THE CECIL G. EGGER PRIVATE FOUNDATION, INC.	N97000002302	NAME HS
CECIL & GEORGE LLC	L21000041655	INACT/UA
CECIL GILKS INC.	P03000140602	INACT
CECIL GOBER, LLLP	A13000000563	INACT
CECIL GOODRICH & ASSOCIATES, INC.	S28926	Active
CECIL GOODWIN CONSULTING LLC	L04000030048	INACT
CECIL G. PARTRIDGE, JR., INC.	449282	NAME HS
CECIL G PRODUCTIONS, LLC	L16000037611	Active

2024 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N16000005922

Entity Name: CECIL FIELD POW/MIA MEMORIAL, INC.

Current Principal Place of Business:

6112 POW-MIA MEMORIAL PARKWAY
JACKSONVILLE, FL 32221

Current Mailing Address:

6112 POW-MIA MEMORIAL PARKWAY
JACKSONVILLE, FL 32221 US

FEI Number: 81-2973800

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

ARCHULETA, PATRICK A. SR.
6112 POW-MIA MEMORIAL PKWY
JACKSONVILLE, FL 32221 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: PATRICK A. ARCHULETA SR.

04/23/2024

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title EXECUTIVE DIRECTOR
Name TURNER, ED
Address 1231 SALT MARSH LANE
City-State-Zip: FLEMING ISLAND FL 32003

Title CHAIRMAN, PRESIDENT
Name HOUSTON, SAM K JR
Address 2676 COVE VIEW DR N
City-State-Zip: JACKSONVILLE FL 32257


Title VP
Name ARCHULETA, PATRICK A SR.
Address 6112 POW-MIA MEMORIAL PKWY
City-State-Zip: JACKSONVILLE FL 32221

Title VP, DIRECTOR
Name BUEHN, ROBERT
Address 1883 OSPREY BLUFF BLVD.
City-State-Zip: FLEMING ISLAND FL 32003

Title S, DIRECTOR
Name COCCIOLO, BARBARA
Address 3800 CALVARY CT
City-State-Zip: MIDDLEBURG FL 32068

Title TREASURER, DIRECTOR
Name HALL, BRIAN A
Address 4350 PABLO PROFESSIONAL COURT
City-State-Zip: JACKSONVILLE FL 32224

Fees



Will there be any associated fees with your event?

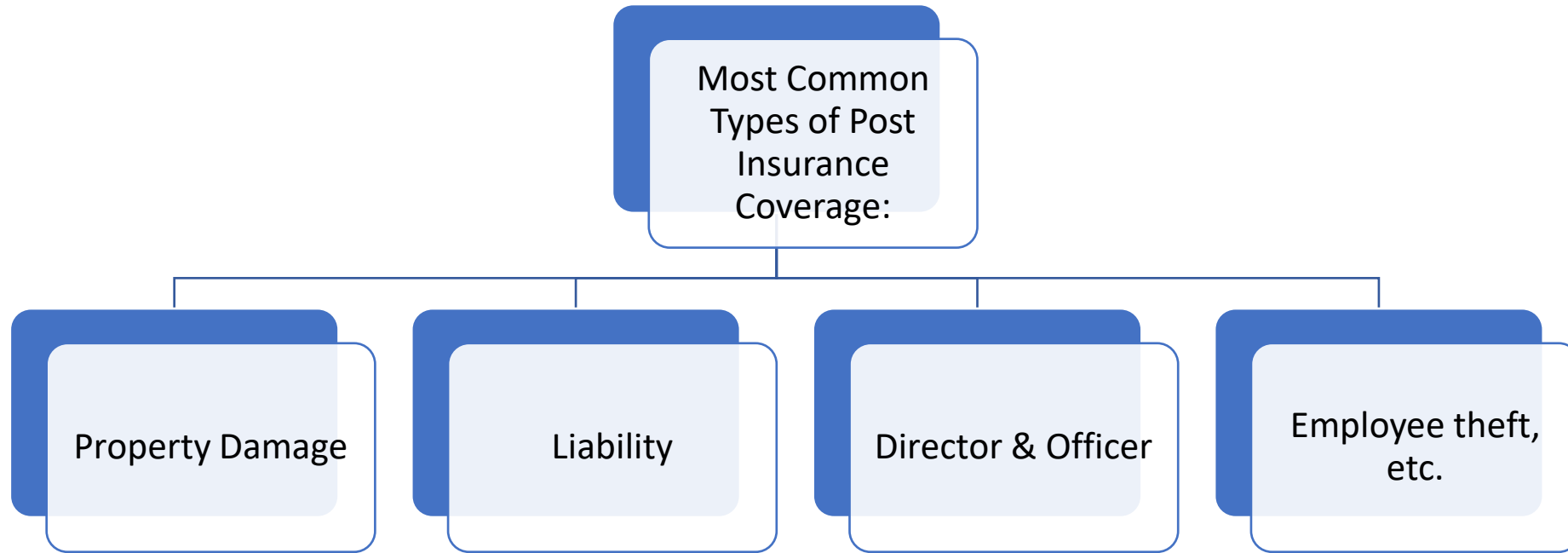
What are they, how much are they, who pays them and how do you pay them?

Insurance Requirements

It has always been recommended if you are having a special event, you should request an insurance rider on your Post liability insurance to cover your event.

These insurance riders are of minimal cost and well worth the time and expense.

If your event is involving any other entities other than your Post, they may well require you to indemnify them on your policy and provide them with a copy of your insurance rider.



Sons of the American Legion Squadron and American Legion Riders Chapter should be indemnified on the Post policy.

Ask your Commander what insurance coverage the Post maintains on the property and the members.

Typical Event Insurance Limit Requirements

General Liability

\$1,000,000.00

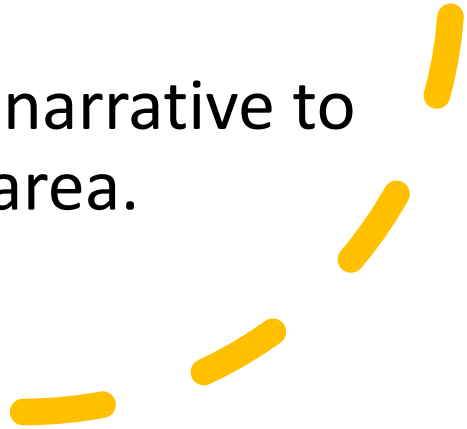
Property Damage

\$1,000,000.00

Personal Injury

\$1,000,000.00

Media and Advertising

- Create a Media Release.
 - Be Short & Concise
 - Write a short narrative of your event to accompany your Media Release.
 - The who, what, when, where & why about your event.
 - Post your event on the Department website, District website and Post/Chapter website.
 - Upload your Event to all motorcycle centric websites.
 - Present your Media Release and narrative to every news organization in your area.
- 

TAKE PICTURES & VIDEOS

Write

Write a short story about the Event.

Upload

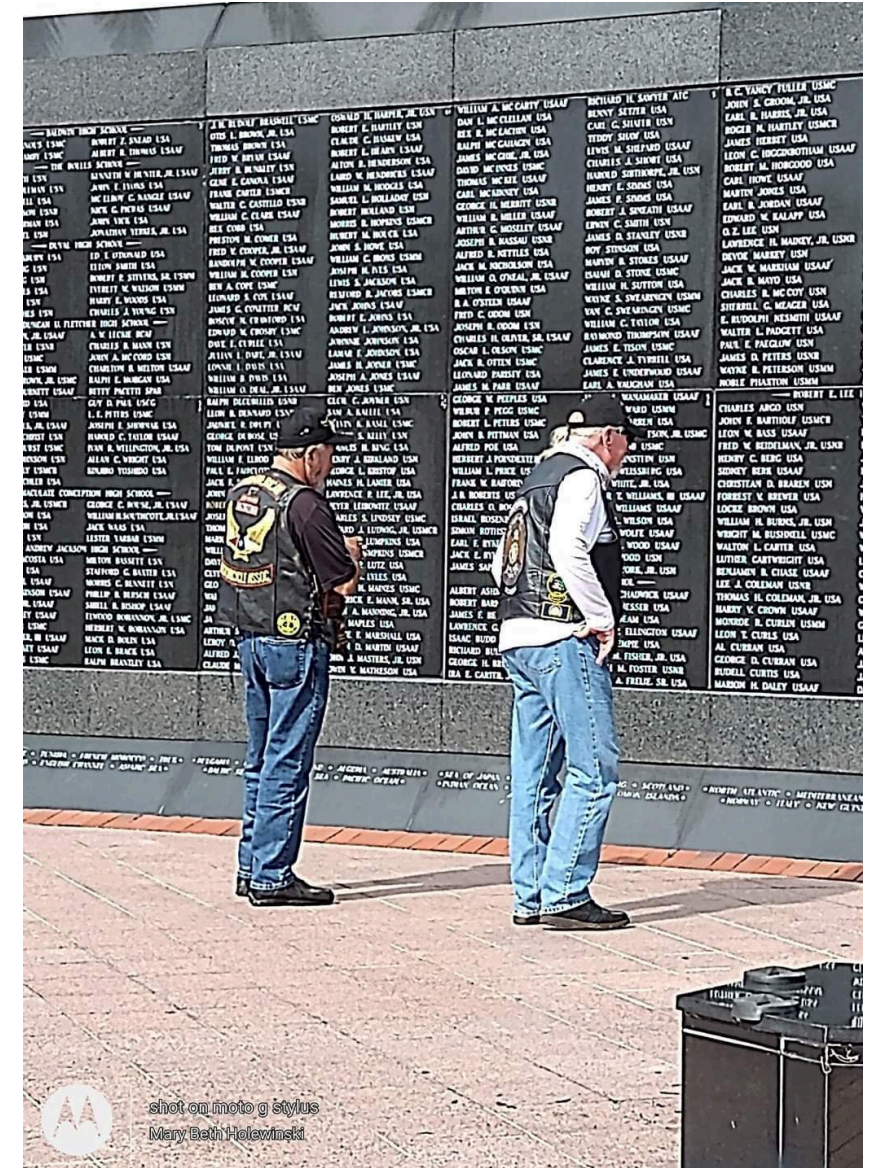
Upload the pictures & videos to an event album.

Create

Create a story on Facebook, Instagram, YouTube, Twitter, Snapchat, etc.

Link

Link your event album to your story.



shot on moto g stylus
Mary Beth Holcinski



I asked Scott Butler, an editor with the Times Union newspaper in Jacksonville how we could better get our stories posted.

His response:

“It’s pretty much just like we’ve always been taught as Journalists about the five W’s and an H.

Just be sure to include the who, what, where, when, why, and how of your event.

For us it’s also about the local angle because newspaper staffs are dwindling down to nothing these days.

So we’re pretty much going to ignore it unless there’s a good local peg. Also, think about anything you can provide that would make it easier to cover or write up, because our resources are pretty thin.

Things like quotes, contacts and photos are a must.”



Legal Issues

Gift Tax

- IAW IRS Pub 525 & 709 - \$16,000.00 can be gifted to an individual per year up to 12.6 million per lifetime.
- In the event you gift is in excess of the upper limit, the tax burden is on the donor not the giftee.
- If you exceed the \$16,000.00 limit, your organization must file a gift tax Form 709 with the IRS. The rates range from 18% - 40%



Wording Matters

Events cost money! How will they be paid?

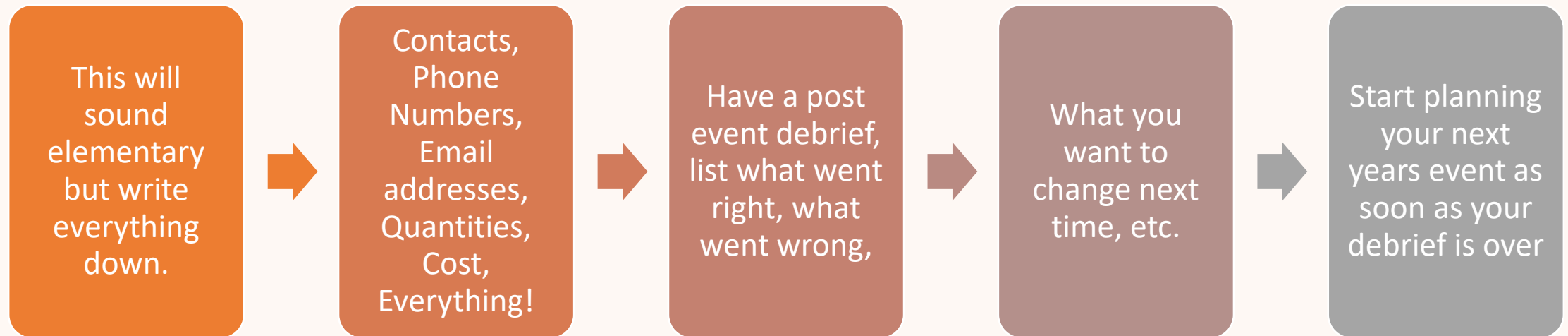
- Most organizations solicit donations or sponsorships.
 - If you state 100% of your donation will be going to the charity, 100% of the donation or sponsorship must go to the charity.
- Decide during the planning stage what fund(s) will be used to support the event. If on your flyer you state, all money raised will be donated then you are locked into donating the gross - not the net proceeds raised.
- The term “profits” implies only the net revenue will be donated.

Florida Gambling Statutes Title XLVI, Chapter 849

Section 849.0935 does not prohibit an organization from conducting “Drawings By Chance” if they comply with all provisions in chapter 496 (Solicitation of Funds)

- All brochures, advertisements, notices must conspicuously disclose:
 - The rules of the drawing.
 - The full name of the organization and location.
 - The source of funds used to award or purchase prizes.
 - That no purchase or contribution is necessary to obtain a ticket.
 - The date, hour, & place of the drawing & prizes awarded.
 - Exception would be any drawing not offered to the public more than 3 days prior to the drawing.

Create an event binder with copies of everything pertaining to your event.



Next year it would be nice to know quantiles, costs & contacts.

In Summary

- Decide the type of event
 - When and where
 - Will an Event Committee be needed?
 - Will permits or insurance riders be required?
 - What will the event cost and how will it be funded?
 - Promote the Event
 - Record and publish the Event on Social Media.
 - Perform a debrief as soon as possible while everything is fresh in everyone's mind.
 - Start planning for your next years Event!
- 