

# National / Department Officers Visitation Protocol

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THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

# National Protocol | Officers

- ★ National Commander, 5 National Vice CMDR's and
- ★ National Adjutant \*
- ★ National Executive Committee and ANEC, +PNC, Annual National Convention
- ★ National Judge Advocate, Treasurer, Chaplain, Historian & Sgt-At-Arms \*

# National Protocol | Commission & Committees

- ★ Americanism
- ★ Convention
- ★ Finance
- ★ Internal Affairs
- ★ Legislative
- ★ Marketing
- ★ Media & Communication
- ★ National Security
- ★ Veterans Affairs & Rehabilitation
- ★ Veterans Employment & Education

# National Protocol | Preplanning

## Preplanning for National Commander's Visitations

- ★ General Finalize list of visitors (from R.S.V.P.'s) with arrival times, rooming requirements, and transportation requirements, if any.
- ★ Agenda - Develop a detailed activities plan to include arrivals of visitors, luncheon, tour, press conference, dinner, other related activities, breakfast the next day, departures, etc.
- ★ Coordinate plans with the Communications Chair and other event committee chairs
- ★ Coordinate agenda with Department Commander/Adjutant and other Department-level organizations (Auxiliary, S.A.L.) as applicable.
- ★ Establish a Welcoming Committee

# National Protocol | Visitations

## Protocol Guidelines for National Commander's Travel & Visitations

- ★ Utilization of Time
- ★ Daily Time Frame
- ★ Schedule of Events
- ★ Transportation
- ★ Hotel Rooms

# National Protocol | Time

## ★ Utilization of Time

- ★ National issues take priority on travel & visitations
- ★ Schedule must be flexible

## ★ Daily Time Frame

- ★ Start no earlier than 7am
- ★ Allow 1.5 to 2 hours each afternoon for National Commander to prepare for evening events & take care of National Business.
- ★ Retire No Later than 10pm

# National Protocol | Events

## ★ Schedule of Events

- ★ A lot a reasonable amount of time at each location
- ★ Allow reasonable travel time between events
- ★ DO NOT Alter the finalized itinerary.
- ★ Upon arrival allow National Commander 1 to 2 hours to prepare for 1st event
- ★ Partial Days should be reflected in the schedule. Informal gathering such as breakfast, lunch or dinner should be utilized prior to departure or immediately after arrival.
- ★ It is recommended that meetings with the Governor, Veterans Affairs Secretary, Adjutant General, Senators, Congressmen and other notable dignitaries be scheduled for current events driven issues.

# National Protocol | Transportation

- ★ American Legion Staff or volunteers should provide transportation for National Commander
- ★ Provided to and from point of arrival and departure
- ★ Sufficient number and size of vehicles should be provided to transport National Commander & his aide, four pieces of large size luggage, briefcases and computer and case.



# National Protocol | Lodging

## ★ Hotel Reservations

- ★ Request rooms near but not directly next to an elevator
- ★ Request rooms near the entrance
- ★ Ensure room preference, i.e. nonsmoking versus smoking or handicap versus non-handicap
- ★ If no elevator is on the property, request a room on the 1<sup>st</sup> Floor
- ★ The National Commander & Aide's rooms should be adjoining
- ★ Handle the luggage of the National Commander's Party
- ★ It is recommended that accommodations for two consecutive night

# Questions?

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