



**Veterans of Foreign Wars of the United States
Department of Arizona**

Department Convention

June 6, 2020

**Scottsdale Plaza Resort 7200 North Scottsdale Rd. Scottsdale, AZ
480.948.5000**

Friday June 5

3:00 p.m. Department Audit Valencia A and B Department Officers Only

Saturday June 6

8:00 a.m. – 10:00 a.m. Registration

9:00 a.m. Auxiliary Meeting Valencia A and B

Opening Ceremonies, Roll Call

Program Awards

Credential Report

Nominations and Elections of 2020-2021 Officers

2020-2021 Program Announcements

TBD

Joint Installation

Grand Ballroom

Auxiliary – Only Department Officers and District Presidents will be installed

All other appointed officers will be installed at Fall Conference CofA

TBD

Informal/Casual Reception

Cash Bar - Pizza and Salad \$10 Donation Requested

Sunday June 7

9:00 a.m. Council of Administration Valencia A and B

GENERAL INFORMATION

We are still encouraging Auxiliaries to limit the number of members coming to convention.

In order to keep social distance in the registration process, Auxiliaries need to notify me of which of their members will be attending in person (please no more than 2) and who will be attending via ZOOM. There will be NO Hospitality Rooms.

HOTEL INFORMATION

The hotel has made available a document that explains in detail the procedures they have in place to be proactive in this pandemic. Let me know if you would like to read it. We are happy to announce that the hotel is offering all rooms except the Executive Lodge rooms at the same rate as the standard guest rooms. Keep in mind that the standard rooms are closer to the meeting rooms. If you'd like to upgrade, you need to call the hotel directly. The hotel has a limited number of ramps for the guest room entryways. If you need one, let them know when you make your room reservation. All rooms have a refrigerator and most have a microwave. The hotel is working on putting microwaves in the standard guest rooms.

MEALS

The hotel restaurant has a limited menu. The restaurant will have very limited seating. All

meals will be served as basically “To Go” and you’re welcome to take meals out to patios or back to your room. You may also call and have meals delivered to your room. Please use the door hangar to preorder breakfast as this will help the hotel. Pizza Restaurant will be open. If other restaurants in the area are open, the hotel will provide a list when you check in.

COVID-19 MASKS

The hotel is following all CDC Guidelines which are subject to change at any time. You will see most of the staff wearing masks and gloves. The hotel may require guests to wear a mask while in the meeting rooms, restaurant, lobby or common areas. PLEASE BRING YOUR OWN MASK AS WE WILL NOT PROVIDE THEM. While the Auxiliary is not requiring masks for our meeting, you may certainly wear one. If the hotel deems it appropriate to require masks we will comply.

DRESS

Dress for the meeting will be business casual. Officers are to wear the official blouse and dark slacks for the meeting and installation. District Presidents are to wear white blouse/shirt, dark slacks, patriotic scarf/tie for the meeting and installation. Reception is casual. Dress for Sunday CofA is Melody’s shirt if you have one, otherwise business casual.

BUDDY POPPY DISPLAYS

Do NOT bring Buddy Poppy Displays to Department Convention. Plan on bringing them to Fall Conference and they will be judged there.

AUXILIARY BASKETS

Do NOT bring gift baskets to Department Convention. Please plan on bringing them to Fall Conference.

PICTURES

Only the official Department Photographer will be allowed to take pictures during the meeting and installation. Pictures will be posted on the website.

This will limit people moving around the room and therefore assist in limiting exposure. You’re welcome to take pictures after the meeting outside the meeting room.

INSTALLATION OF OFFICERS

We will have Joint Installation of Officers with the VFW following the close of both the VFW and VFW Auxiliary meetings. The exact time will be announced before we close our meeting.

CASUAL RECEPTION

We will have a very casual reception with pizza and salad for a donation of \$10 on Saturday following the Installation of Officers. The exact time will be announced before we close our meeting. There will be a cash bar. We need to give the hotel a meal count before convention, so please let me know how many will attend from your Auxiliary.

TO DO

- Notify Department Secretary Kim Sloan who will be attending in person and who will be attending via ZOOM from your Auxiliary
- Notify Department Secretary Kim Sloan – how many from your Auxiliary will be going to the reception
- Call hotel direct to confirm or cancel hotel reservations
- Bring mask