

**Kilo 3/7 Vietnam Reunion – US Marine Corps
Hotel Basic Requirements for Annual Reunions
This guideline works if you take the time to use it.**

- ❖ **Reunion Length → 5 nights, 6 days**
- ❖ **Days of Week → Wednesday through Monday**
- ❖ **Month → Host chooses based on knowledge of their location**

Guest Rooms:

- **Block 70 rooms and request to allow an increase up to a specified deadline**
- **Request reduced rate**
- **Request reduced rate for three days prior to and three days after scheduled reunion**

Amenities and Complimentary Services:

- **Complimentary Hospitality Room**
- **Two complimentary suites for the host and the host's discretion**
- **Complimentary Welcome Reception**

Hospitality Room Requirements:

- **Minimum 2,000 sq. ft. for gathering, meeting and raffle**
- **Start day on Wednesday for setup**
- **Break down on Monday by 4pm**
- **Allow us to bring our own snacks and beverages, including alcohol, beer and wine**
- **Table requirements include:**
 - **10 / 14 rounds for 10 plus chairs**
 - **8 / 10 - 8 ft - for products, raffle and information desk**
- **Tubs for ice and free ice**
- **Bathrooms nearby**
- **Smoking area nearby**
- **Secure area that can be locked up while we aren't there**

Check out should always be noon to four pm on Monday.

Hotel Group History

2000-June /July-Branson, Missouri -Lodge of the Ozarks -52 rooms

2001-October -Tucson, Arizona-Four Points Sheraton-72 rooms

2002-September-Louisville-Executive West Hotel-78 rooms

2003-August-Double Tree (DC) Crystal City-76 rooms

2004-October -Albuquerque-Hilton Albuquerque-81 rooms

2005-August-Minneapolis/St. Paul Airport – 65 rooms

2006-August-New Orleans, Louisiana-Omni Royal Orleans-65 rooms

2007-September-San Antonio, Texas-Holiday Inn Riverwalk-95 rooms/193 people

2008-October-Plymouth Meeting, PA-Doubletree Guest Suites-106 rooms/244 people

2009-August-Colorado Springs, CO-Crowne Plaza-97 rooms/230

2010-October-Portland, OR-Red Lion-84 rooms/138 (estimates)

2011-August-Appleton, WI-Radisson Paper Valley -86 rooms/189 people

Viet Nam

Timeline for volunteer host!

Two years prior to the reunion you volunteer to host you will make your proposal to the members. You must have basic information before you pitch your location.

Remember: You will get better rates if you start the research at the very least two years before the year you want to host.

Follow the included guideline and have the information handy when you make your proposal. If your location wins, you will one year to make the final arrangements.

Since you know your area, consider writing the announcement that will go in the newsletter.

Six months prior to the reunion you must double-check all of the preparations for the hotel, tours, banquet and memorial. You should start receiving updates from the hotel concerning the number of reservations. You should be considering where to buy the refreshments for the hospitality room, what attractions are available for members to visit on their own and any other points of interest that you think may be utilized by the reunion attendees. By this time everything should be worked out and you may get to relax a bit, but don't count on it...

IF YOU NEED ANY HELP, PLEASE ASK.

VietNam

Kilo 3/7 Vietnam Association

Basic Considerations and Recommendations When Planning Reunions

Reunion Length/Timeframe:

- Five days:
 - Check-in Day One, Wednesday
 - Checkout on Day Six, Monday
- The weekend most usually offers the cheaper rates. It is seldom that any other days are offered at the more affordable rates.
- Remember your timeline, this is the set schedule please use it, you may use free time for trips/tours but remember that people don't want to be rushed, so keep it simple:
 - First day, Wednesday – Check-in, usually around 3 pm.
 - Second day, Thursday – Free day
 - Third day, Friday – plan a trip
 - Fourth day, Saturday – Memorial Service in morning, Banquet in evening. Afternoons are free time.
 - Fifth day, Sunday – Business meeting in morning, Raffle in evening. Afternoons are free time.
 - Sixth day, Monday – Check out, usually before Noon.

Registration Desk:

- Registration will be held right outside the Hospitality Suite. There could be up to five people to handle check-in. Table should be an 8 footer, there should be five chairs and a trash bin. Consider sitting at the registration desk and helping with sign-in, you will be surprised by the number of questions at check in.

Hotel Considerations:

- Overall quality – friendly atmosphere, cater to military personnel, service oriented?
- Check out hotel facilities/amenities – restaurant, lounge, pool, gift shop, rental cars, etc.
- Consider location of hotel – easy to find, easy access, safe area?
- Primary concern is obtaining special room rate that is affordable, breakfast is not a necessity but it is nice if the price hike isn't tremendous.
 - Typically we have had only around seventy rooms in the past, please start low on the number of rooms you guarantee, work with the hotel later on to add more if needed.
 - If you book 70 rooms, make sure the policy for unreserved rooms will be turned back to the public for resale.
 - If you guarantee a number on breakfast, make sure it will cover the number of Kilo's and their family and guests that attend. Rule of thumb, if there are 75 rooms reserved, there may be as many as 200 guests total.
- Request special room rate for at least three days before and after our reunion date as some like to make a vacation and spend more time touring the area.

- Request several complimentary sleeping rooms – what is their “comp-room policy?” Some hotels offer one comp room for every 40 paid reservations. One room should be offered to the host, if the host doesn't need a room then check the hotel policy about raffling the extra nights off, or using it as part of the Traveling Fund proceeds.

- Do they provide airport shuttle service – if so, is it free?
- Negotiate complimentary Hospitality Room; this is a must as we have a rather large group.
- Is hotel parking free for those who drive?
- Can items be shipped to the hotel and held at no charge in preparation for the reunion? IE, raffle items, brochures, information packets.....

Hospitality Room Requirements:

- Need room large enough to accommodate our group, tables, food and beverage area, etc. Room size is always proportional to the number of members booking rooms, it is absolutely necessary to have an accurate count.
- Reserve room for duration of reunion plus extra day on each end for setup and teardown.
- Need permission to bring in our own snack food and beverages, which includes coffee and pot plus alcohol.
- Need approximately fourteen round tables and chairs for guests and their personal items. Plus perimeter chairs for extra seating. Need approximately eight 8-foot tables for perimeter for products, raffle, and Memorial table setup.
- Negotiate FREE use of podium, public address system and projection screen for meeting and raffle.
- Consider policy for hanging items on walls – pinning/taping/nailing, maybe they would allow needles?
- Try to negotiate a room with bathrooms nearby. As most hotels have changed to non-smoking, a safe, well lit area outside large enough to accommodate a good number of the smoking class would be nice.
- Consider the difficulty in accessing the hospitality room for members who are disabled.

Memorial Service Requirements:

- Consider holding the Memorial at the hotel, try to get the room, setup, podium and mic/speaker system for free.
- Allow at least three hours for memorial service, including travel to and from.
- Suitable location for service – consider size, atmosphere, noise, distractions, privacy, etc. If an outside location is selected make arrangements for inclement weather.
- Speakers for Invocation, Welcome, Memorial Address and Benediction.
- Table for our Memorial Bell and Corpsmen to toll the Bell.
- Podium and public address system for speakers.
- Volunteers to read names of Kilo's fallen brothers, list will be available at the registration table.
- Use of local Bagpipe and Drum Band to play Amazing Grace, Marine Corps Hymn, etc?
- Use of local military bugler to play Taps?
- Use of local USMC Color/Honor Guard?
- If transporting to the service, consider how to get the bell and flags to the service.

Banquet Considerations:

- Book banquet for evening of the same day as the Memorial Service..
- If banquet is held off of the hotel property, consider the cost of hiring busses to get us to and from the banquet.

- Banquet should incur fee for meal only ... there should be no room charges or set-up fees.
- Request total price per adult meal and child's meal with tax and gratuity – ask about guarantee numbers, final count deadlines, and child's age guidelines.
- The price that is passed on to the members will include all tips, tax and surcharges that apply. PLUS an additional couple of dollars just in case tax changes within the year.
- Need podium with public address system on riser – this should be complimentary.

Tour Operator Considerations:

- Possible tours include historic sites, military museums, veteran memorials, unique shopping districts, manufacturing plants, local museums, etc.
- Total price – does it include tour admission, transportation via bus, tour guide, meal, beverage, taxes and gratuities for driver and tour guide?
- What is guarantee (minimum number of paid guests) required to receive the quoted price per person? What are the penalties if we don't make the guarantee?
- Are we permitted to bring our own food and beverages on to the bus?
- Do the buses have restrooms?
- Are the buses prepared for disabled persons? Wheelchairs? Special needs?

Business Meeting:

- Allow at least two hours for the meeting.
- It should always be held in the morning before members and guests start drinking and on the same day as the raffle.
- Meeting should start no later than ten o'clock in the morning, preferably by nine.

K/3/7 Raffle:

- Allow 2-3 hours for raffle.
To be held in the evening of the same day as the meeting.
- Consider asking community to donate gifts for our raffle and goodie bags – USMC recruiters and reserve units, retail stores, military bases and surplus outlets, local businesses, Convention & Visitors Bureau, Chamber of Commerce, state tourism office, etc.

Information to Gather:

- Write reunion summary and daily agenda – include directions to hotel from airport, etc.
- City and state “things to see and do” brochure/magazine for handout.
- City and state facts, customs, background and history pamphlets for handout.
- Maps of city and state to post in Hospitality Room.
- Local facilities and services – location and distance from hotel for car rentals, drug stores, restaurants, liquor stores, grocery stores, gas stations, etc.