

Timeline for volunteer host!

Two years prior to the reunion you volunteer to host you will make your proposal to the members. For this proposal you will need to have the following information so that the members can make an informed decision, proposals made without this information will not be included for the vote:

- 1. Hotel name, address and phone number plus guestroom rates.**
- 2. Hospitality room dimensions that will seat a minimum of 200 people. WE BRING IN OUR OWN BEVERAGES AND SNACKS PLUS THE ROOM IS FREE.**
- 3. Any and all tourist attractions, airport shuttle information if any and all distances from hotel.**

One year prior to the reunion that you are hosting you must submit all forms to be authorized by the Reunion Coordinator; that includes any contracts that may be needed for the hotel, banquet, trips and/or tours plus the Hotel name, location, rate and amenities. All information must be submitted for mail out so please be specific. You must have contracts available at the reunion one year prior to the reunion you are hosting. You do not sign any contracts.

As Kilo continues to grow, so do the mailings. The larger the mailing, the more time it takes to get it together, so please keep Kilo informed. The members need the info to schedule vacations as some still work. It takes time to collect the money needed to pay for tour services so please get this together a.s.a.p. It takes time to organize and print, so that it may be mailed out in time to do some good. All correspondence is to be copied to Peg Smith in word document format.

Six months prior to the reunion you must double-check all of the preparations for the hotel, tours, banquet and memorial. 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! WE ARE WILLING TO OFFER ASSISTANCE AND/OR ADVICE AT ANY TIME.

**You may contact Peg at peg@kilo37.com
OR telephone at either 870-347-1146 or 870-489-3123**

KILO

3



7
akula

Viet Nam

Kilo 3/7 Vietnam Reunion Association Planning Schedule

PLEASE KEEP TO THIS SCHEDULE:

- Five days, Four nights:
 - Check-in on Day One
 - Check-out on Day Five
- Check-in on Thursday, Check-out on Monday. Those days are best for cheaper rates on both the hotel and air fares.
- Remember your timeline, this is the set schedule please use it, you may use free time for trips/tours:
 - First day – Check-in, usually around 3 pm because the hotel check-in is at that time, you may get the hotel to sponsor a reception but this is not a requirement.
 - Second day – Free day, may be used for tours or sight seeing trips.
 - Third day – Memorial Service in the morning, Banquet in the evening. Do NOT set up an extra tour for this day.
 - Fourth day – Business meeting in the morning, Raffle in the evening. Afternoon is a great time for photos, however we are not using professionals so groups can do their own.
 - Fifth day – Check out, usually before Noon.

DO NOT VARY FROM THE SET SCHEDULE; IT IS ABSOLUTELY NECESSARY TO KEEP THIS TIMEFRAME FOR ALL REUNIONS!

Once your location is selected for the reunion there will only be two contacts who may obtain information from the hotel and each function.

Peg Smith, our office and website gopher, you should be able to ask her for help as needed. She is also to be the only one with a key to the hospitality room and is therefore the in-house contact at the hotel. Please keep her informed of all changes as they occur.

Our host should be the primary contact for the hotel and all of the functions, from the first contact through the opening day of the reunion. Although the host does not sign the contracts, the host should do all of the prep work and planning with as much guidance from Peg as they need. They should never dump the work on the coordinator, but should ask for help when needed.

SETUPS AND CONSIDERATIONS

Registration Desk:

- Registration will be held in the Hospitality Suite, or right outside. Individual photos may be taken during registration so plan for extra space to allow setup. Table should be an 8 footer; there should be four chairs and a trash bin. Also needed is a smaller table for camera setup, maybe a small four top.
- Please consider volunteering to help here so that you may answer any questions from the members and you can greet them as they come 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. A full service hotel is nice, however it is not necessary.
- Consider location of hotel – easy to find, easy access, safe area?
- Primary concern is obtaining special room rate; somewhere under \$100.00 would be great! IF breakfast is included make sure you can guarantee each room member gets breakfast! However, breakfast is not necessary, keeping the price down is highly important.
 - Booking of rooms should start at 70, make sure the policy for unreserved rooms will be turned back to the public for resale. Likewise make certain that the number can be increased if necessary.
 - 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. Please make sure the number is flexible so we don't forget anyone.
- Request special room rate for days before and after reunion for those staying longer and want to make this their vacation.
 - Request several complimentary lodging suites – what is their “comp-room policy?” Some hotels offer one comp room for every 50 paid reservations.
 - Comp rooms should be provided for Smitty as he brings the Kilo stuff and another room for the Host. Try to negotiate more for special circumstances, maybe consider a night or two for raffle.
 - Do they provide airport shuttle service – if so, is it free?
 - **Negotiate complimentary Hospitality Room at least 1500 square feet; this is a must as we have a rather large group.**
- Negotiate two-hour complimentary “Welcome Reception”, preferably around the pool or a secluded area of the courtyard or even in the hospitality room.
 - Is hotel parking free for those who drive?
 - Request “K/3/7 Marines – Vietnam Reunion” on outdoor marquee and lobby signage.
 - 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. The absolute minimum is 1500 square feet. The size of the room is proportionate to the number of people, make sure the hotel knows that we expect a large gathering including family and guests.
- Reserve room for duration of reunion, plus extra day on each end for setup and teardown if possible.
- Need permission to bring in our own food and refreshments, including alcoholic beverages.
- Need approximately fourteen round tables and chairs for guests and their personal items. Need approximately eight 8-foot tables for perimeter for setup of raffle, product and refreshment tables.
- Check on possibility of getting a counter and sink area or use of porta-bar for food and beverage, for free.
- Negotiate FREE use of podium and public address system for meeting.
- Check hotels policy for hanging items on walls – pinning/taping/nailing?
- Try to locate bathrooms and outdoor smoking area nearby. The hospitality is non smoking so try to locate an area outside large enough to accommodate a good number of the smoking class.
- Check for accessibility for disabled persons, rooms, hospitality, restaurants, etc.
- Hospitality room MUST be secured. We need only ONE key and the room must be secured when it is not in use. We want limited access to hotel staff and then only when absolutely necessary, preferably when someone from reunion is present. The hotel will not take responsibility for lost or stolen items, so make sure we have full control of who enters the room.

Memorial Service Requirements:

- Allow at least three hours for memorial service, including travel to and from.
- Suitable location for service – consider size, atmosphere, noise, distractions, privacy, etc.
- May consider use of hotel chapel if available.
- Speakers for Invocation, Welcome, Memorial Address and Benediction, please consider asking your fellow Kilo.
- 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?
- CD's are available if needed.

Banquet Considerations:

- Book banquet for evening of the same day as the Memorial Service..
- Consider using a club, restaurant, riverboat, BBQ or something more exciting than a hotel banquet room – possibly music and dancing or entertainment?
- 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, so please do not share the information concerning the costs until the final preparations are calculated and a form is created to mail out to the members. There will be an added surcharge not to exceed two dollars per person.
- Drinks should be included with the banquet, but if that is not possible, have an open bar without a minimum and no deposit or bartender fee.

Tour/Trip 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?
- How many people will be seated per bus?
- 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 start drinking (around 9 am but no later than a start time of 10 am) and on the last full day.

K/3/7 Raffle:

- Allow 2-3 hours for raffle. To be held in the evening of the last full day.
- 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 & Visitor's 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.