***** Convention forms revised for E-mail use!***

DIST: ☐

90TH ANNUAL DEPARTMENT CONVENTION
BAKERFIELD, CALIFORNIA
JUNE 18-22, 2008

TO: DISTRICT COMMANDER

FROM: BILL SILER, iii, Department Adjutant

RE: APPOINTMENT OF REGISTRATION SECRETARY

To expedite the registration of delegates at the convention, please appoint your District's Registration Secretary chosen by you to be in charge of registration.

Name: _____

Address: _____ Phone: _____

City: _____ Zip: _____

Please forward a copy of the following instructions to your Registering Secretary:

TO: Registration Secretary:

The Department Adjutant will have a brief instruction meeting, **Wednesday, June 19 at 1:00 p.m**. Please check with Department HQ in Bakersfield for meeting location. Registration Secretary to receive a stipend – *($75 check will be delivered to your station on Saturday after 10:00 a.m.)*

1. Registration Secretary folder will be distributed at the meeting. Examine contents.
2. Registration Secretary to remain at his/her station during registration hours.
3. Credentials committee members will join the meeting for a joint session.

Registration begins:	**Wednesday, June 19:**	**2:00 p.m. until 4:00 p.m.**
	Thursday and Friday:	**9:00 a.m. until 4:00 p.m.**
	Saturday:	**9:00 a.m. until 10:00 a.m.**

Additional Memo for DISTRICT COMMANDER:

Please provide the following emergency names and numbers while at convention in Bakersfield:

District Chairman: _____ cell phone: _____

District Secretary: _____ cell phone: _____

District Hotel: _____ **hotel phone:** _____

SIGNED: _____ DISTRICT NO. _____
(District Commander)

cc: District Adjutant