



REQUIREMENTS FOR UNIT HOSTING ALA IN THE KNOW

PROPOSED DATES FOR 2023 ALAITK: September 9, September 16, September 30 or October 7, 2023

The American Legion Auxiliary, Department of Wisconsin, will be conducting three or four (3 or 4) ALA In the Know programs in the fall of 2023. Locations will be considered throughout the state to host these training sessions. Units interested in hosting should complete the enclosed form and return it to ALAITK Chairman Patti Westpfahl, W2065 Northwest Road, Green Lake, WI 54941 or email pjw1975@ymail.com no later than February 28, 2023. Locations selected for 2023 will be contacted by April 1, 2023 (Questions call/text 920-299-0943 or Department Headquarters at 608-745-0124).

Requirements:

1. No charge to the Auxiliary for use of the facility
2. Seating at tables for minimum of 35 – please state capacity on Request for Proposal
3. Hall set up by 7:00 a.m. on day of event; access available until 4:00 p.m.
4. 2 Microphones with working speaker system with extra batteries
5. Working WIFI and password available
6. Screen or plain light-colored wall to project presentations
7. Extension cords, duct tape
8. Tables for program chairman displays
9. Handicap Accessible
10. Parking
11. No other event in the facility that would interfere with this presentation
12. Water station or pitchers of water and glasses on all tables, including head table

Other information:

1. Registration is 8-9 a.m. We will need 2 to 3 of your members to assist with registration (note name tags and registration list provided by Department for the day of the event.)
2. We need 2 to 3 of your members to assist presenters in welcoming guests and final presentation set-up
3. Presentation begins at 9 a.m. and should conclude around 3:30 p.m., with a break for lunch
4. Unit will be given \$15 per person attending to cover morning refreshments and lunch with beverages
5. Flexibility in scheduling lunch is appreciated. Shorter lunch break means a possible earlier dismissal of event.
6. Final count for those attending will be given to the host unit 2 weeks prior to the event
7. Check for food will be given to the host unit on day of event
8. The unit will NOT be allowed any fundraisers or donation jars for coffee, etc.



REQUEST FOR PROPOSAL—ALA IN THE KNOW 2023

1. Which date are you requesting? September 9 September 16 September 30 October 7
2. Complete name and street address of facility:

3. Maximum capacity of room when set in a classroom setting, all facing forward _____
4. Is the building and room handicap accessible? Yes No
5. Is there free on-site parking available? Yes No
6. Is there a podium with a microphone available? Yes No
7. Is there a hand-held remote microphone available? Yes No
8. Is there a large screen or plain wall available to show the presentation? Yes No
9. Is there working WIFI available with password? Yes No
10. List any hotels close by with contact information if possible:

Contact:

Name _____

Unit No. _____ Unit Name _____ District _____

Email _____

Phone _____ Cell _____

**RETURN COMPLETED FORM BY FEBRUARY 28, 2023 TO ALAITK CHAIRMAN
PATTI WESTPFAHL, W2065 NORTHWEST ROAD, GREEN LAKE WI 54941
EMAIL: pjw1975@ymail.com**