

2017 DEPARTMENT CONVENTION

HOUSING REQUEST

July 13-16, 2017

HOUSING/HOSPITALITY/CAUCUS ROOM & VENDOR TABLE REQUEST

**Capitol Plaza Hotel
415 W McCarty Street
Jefferson City, MO 65101
Direct: 573-635-1234**

Make reservations directly with the hotel, using a credit card for confirmation. Be sure to mention you are with The American Legion.

****CUTOFF DATE FOR ALL HOUSING RESERVATIONS IS June 12, 2017****

Cost per night is \$74.50 Double & King; \$94.50 Junior Suite King (plus Sales and Lodging tax)

Check in time 3:00 p.m. No exceptions

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HOSPITALITY ROOM REQUEST

*** Large Hospitality Rooms will be reserved through the Department Adjutant*
All other Hospitality Rooms can be reserved directly through the hotel by contacting
Grace Vonder Haar @ 573-635-1234**

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DISTRICT CAUCUS ROOMS

Will be assigned by Department Adjutant at Convention

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Table Request for Vendors/Post and Auxiliary

All table requests will be reserved through Department Headquarters.

Please call Theresa Boss to make your request 573-761-4143

Deadline for table request: *June 12, 2017*

DEPARTMENT COMMISSION / COMMITTEE CHAIRPERSON

If you need a room for meetings during the Convention in July, you need to contact the Department Adjutant NO LATER THAN May 1, 2017. Nothing is automatic. Thank you.