



# Guidelines For Hosting The Virginia Convention

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*J. Michael Pullen*

J. Michael Pullen  
Commander, Virginia Division  
Sons of Confederate Veterans

# **GUIDELINES FOR HOSTING A VIRGINIA DIVISION SONS OF CONFEDERATE VETERANS CONVENTION**

## **1. BIDS FOR CONVENTION**

- A. Convention Bids shall be provided to the Division Executive Council no later than November 15, of the year before the current division convention.
- B. Bid packages must include the date of the convention, the host hotel, cost of the rooms, and registration fee.
  - Date of convention shall be held in the month of April as per the Division Policies and Procedures. (shall Not be Easter Weekend).
  - Host committee obtains a block of hotel rooms, at least 25 to 40 should be reserved. Obtain a booking code for Sons of Confederate Veterans members. Provide pre and post-convention meeting room for the DEC (Friday & Sunday), commander's reception room, convention hall and vendors space, an optional prayer breakfast.
  - Menu's will not be required until a later date, but give a general idea of the cost.

## **2. AWARDING CONVENTION**

- Once the bid is received and approved by the DEC, be the host committee shall appear at the January DEC meeting to update the progress of the convention.
- The host camp(s) handles the registration. Form for registration and schedule will be provided to the Virginia Division membership no later than January 1, the year of the convention.
- A discount can be offered by the host committee for early registration. Committee members cannot have their registration cost covered by the hosting camp(s). All meals, history talks, and tours shall be added to the registration form with hotel information.

- The host camp(s) will provide the next host and the Division Adjutant with the list of attendees from the convention within 90 days of the conclusion of the convention.

### **3. CREDENTIALS**

- The Division Adjutant handles the credentials, and the host camp(s) will provide the Adjutant with a space and table for credentials registration. (can be included with registration table)
- Once the convention has been awarded the Division Adjutant shall provide a list of all members in good standing for the host camp(s).
- The host camp(s) is responsible for determining who is a member in good standing assuring that SCV members are admitted to the convention.

### **3. CONVENTION**

- The Division Commander oversees the business side of the convention. The host oversees the opening and activities.
- The Virginia Division shall provide printed programs with schedule for the convention.
- The host camp(s) shall see that the Color Guard carry to post the Virginia State flag, the Army of Northern Virginia Battle flag, (the Soldier's Flag) and the Third National Confederate flag. The United State of American flag is to be posted in the room for the pledge of allegiance. (as per VA Division Constitution).

### **4. VENDORS**

- Vendor cost and number is set by the host camp committee. Virginia Division has final words of determining who will come as a vendor.
- Vendors times are printed in the program with schedule.
- The host camp(s) will provide the Virginia Division Quartermaster with at least 2 tables in vendor spaces (free of charge).

**\* Proposed Schedule**

**Virginia Division Sons of Confederate Veterans**

**YEAR Annual Convention**

**FRIDAY, APRIL \_\_\_\_,**

- Division Executive Council Meeting 2:00 PM - 4:00 PM
- Registration and Credentials 4:00 PM - 7:00 PM
- Commander Reception 6:00 PM - 8:00 PM
- Vendors / Exhibits 6:00 PM - 8:00 PM

**SATURDAY, APRIL \_\_\_\_\_,**

Registration and Credentials 7:00 A.M. - 8:45 A.M.

(Credentials may be held open for Quorum)

Vendors / Exhibits open at 8:00 AM - (set by Host Camp)

Open Ceremonies 8:45 AM (Semi-Formal or Business Attire)

Business Session 9:00 AM - 12:00 PM (or close of business)

Lunch Noon

Tour, or planned Event by Host Camp(s) or DEC

Social Hour 5:30 PM - 6:30 PM

Division Dinner and Awards Ceremony 6:30 PM - 8:30 PM

**SUNDAY, APRIL \_\_\_\_.**

Church Service 8:00 AM - 8:30 AM

Virginia Division Executive Council Meeting 8:30 AM - 10:00 AM

# **Day of the Convention Meeting**

## **Opening Ceremony**

The **Host Camp Commander** calls the Convention to order and announces:

"Please stand, if able, for the Posting of the Colors."

After the Colors have been posted, the **Host Camp Commander** welcomes briefly the Compatriots and guests to the host city or town. He then formally turns the Convention over to the **Virginia Division Commander**.

## **Division Commander**

The Division Commander conducts the Opening Ceremonies in the following order:

- Invocation – Division Chaplain
- Lighting of the Memorial Candle – Division Chaplain
- Reading of the Last Roll – Division Chaplain
- Pledges and Salutes to the Colors – Division Quartermaster
- Reading of "The Charge to the Sons of Confederate Veterans" – Division 1st Lieutenant Commander

## **The Division Commander then:**

- Thanks the Host Camp for its hospitality.
- Accepts greetings from invited dignitaries and presenters.
- Establishment of a Quorum

The Division Commander calls upon the Division Adjutant to determine and report that a quorum is present.

## **Division Commander Calls for a Brief Recess - 10 or 15 minutes**

A brief intermission is called to allow guests and visitors who are not entitled to attend the business session to leave the meeting room.

## **Business Session**

The Division Commander calls the Convention back to order and begins the business session.

The first order of business is:

- Reading and Approval of the Minutes of the Previous Convention – Division Archivist

\*From This Point Forward, the order of business is determined solely by the **Virginia Division Commander** in accordance with the Virginia Division Constitution, Bylaws, and adopted Rules of Order.

**\*Proposed Banquet Program**

**Virginia Division**

**Sons of Confederate Veterans**

**\_\_\_\_\_ Annual Convention**

**BANQUET PROGRAM WELCOME**

INVOCATION

DINNER

INTRODUCTION OF HEAD TABLE AND GUESTS

AWARDS PRESENTATIONS

INTRODUCTION OF SPEAKER

SPEAKER

INTRODUCTION OF ELECTED OFFICERS

SWEARING IN OF OFFICERS

BENEDICTION

"DIXIE"

**\*Proposed check list for Host Camp(s)**

**Virginia Division Sons of Confederate Veterans Convention**

- April Date. For Annual Convention (Shall NOT be Easter Weekend)
- Registration Cost...For In-Advance and at the Convention
- Host Hotel...Room Cost per night and information about hotel
- Division Executive Council Meeting.....Provide Pre and Post Convention meeting room
- Registration package.... Convention Information and Surrounding Area
- Badges / Ticket(s).....Delegate Badges and System for Tracking who paid for Meals
- Commander's Reception....Room with Refreshments, and /or Entertainment
- Schedule.....Convention Schedule and Event Colors Guard....Posting of Colors at General Session in Confederate Uniform with Confederate 3rd National, Battle Flag, and State of Virginia (If camp needs any flags please call the Division Quartermaster) U.S. Flag shall be posted in room for Pledge.
- General Session. . . . . Head Table with public address system and podium
- Refreshments.....Complementary Water and / or Coffee in the General Business Session
- Lunch.....Cost per person. (Menu)
- Lunch.....Speaker or Event
- Saturday Activity(s)...Flexible based on Business Session Closing / War related
- Social Hour.....Cash Bar / Refreshments
- Banquet....Cost Per Personal, (Dinner / or Buffet, and Menu)
- Program.....Speaker or Entertainment for Banquet with P.A. system and podium
- Centerpieces..... For Banquet Tables
- Silent Auction (optional). If possible, have War related items
- Vendor / Exhibits
- Registration, Room, and Security for Vendors (locked room if possible)
- Insurance.....Contact Division 2nd Lt. Commander for Insurance Rider

**\*Any Questions Please contact Virginia Division 2nd Lieutenant Commander**

# Lessons Learned from Past Conventions

## Planning & Organization

- **Plan everything in writing.** With many moving parts, written plans prevent important details from being overlooked.
  - *Plan your work and work your plan.*
  - Helps with delegation and timely follow-up.
- **Set a theme and purpose.**
  - Establish a clear goal for fundraising (e.g., cemetery preservation, monument cleaning, flag restoration).
- **Be conservative in budgeting.**
  - Never budget for more attendees than the previous year.
  - It is better to exceed expectations than fall short.
- **Maintain a separate bank account.**
  - Convention funds should never be mixed with Camp funds.
- **Round up costs.**
  - Meals, tours, and events should be rounded up to help offset expenses such as speaker fees.

## Staffing & Volunteers

- **Volunteers are invaluable.**
  - Treat them with respect and appreciation.
- **Select the right people.**
  - Choose individuals who remain calm under pressure and present themselves well.
- **Ensure clear identification.**
  - Committee members should wear identifiable attire (blazers, hats, cockades, etc.).
- **Maintain professionalism.**
  - Proper attire and grooming set the tone for the event and influence how others respond.

## Attitude & Conduct

- **Be courteous and approachable.**
  - A positive attitude greatly impacts attendee experience.
- **Avoid public disagreements.**
  - Even minor disputes can appear as major issues to attendees.
- **Handle complaints professionally.**
  - Listen carefully to all concerns—both from attendees and hotel staff.
  - Treat the venue staff as partners, not subordinates.
- **Address disruptions discreetly.**



- Resolve issues privately to avoid drawing unnecessary attention.

## **Communication & Leadership**

- **Centralize public communication.**
  - Only the Division Commander should speak publicly on behalf of the convention.
- **Hold daily briefings.**
  - Review schedules and address issues each morning.
  - Ensure all staff carry a copy of the daily schedule.
- **Maintain strong communication.**
  - Use phones wisely, being mindful of surroundings and tone.
- **Delegate effectively.**
  - The Chairman cannot manage everything alone—teamwork is essential.

## **Event Execution**

- **Create a welcoming environment.**
  - Place knowledgeable and friendly individuals in visible roles (registration, general areas).
- **Focus on attendee experience.**
  - Smiling, helpful staff contribute directly to a successful convention.
- **Strive for continuous improvement.**
  - Each year should build upon the success of the previous one.

## **Closing Responsibilities**

- **Remain engaged through the end.**
  - Committee members should be present Sunday morning to thank attendees and wish them safe travels.
- **Conduct a post-event evaluation.**
  - Document what worked, what didn't work, and recommendations for future events.
  - Hold a debriefing meeting with the committee.

## **Follow-Up & Appreciation**

- **Send thank-you notes.**
  - Acknowledge volunteers, sponsors, vendors, speakers, and contributors.
- **Value relationships.**
  - Expressing gratitude strengthens future partnerships and support.



Virginia Division Convention  
Sons of Confederate Veterans  
April (date and town or city) , Virginia



Name: \_\_\_\_\_

Office: \_\_\_\_\_

SCV Camp Name & Number \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

Spouse or Guest(s) Attending: \_\_\_\_\_

**Note:** Spouse / Guest must be registered (no registration fee) above in order to participate in any scheduled events or meals.

Member Registration (Before date and year)..... Qty \_\_\_ x \$ \_\_\_\_ = \$ \_\_\_\_

Registration after set date or walk-in at the Convention ..... Qty \_\_\_ x \$ \_\_\_\_ = \$ \_\_\_\_

Commander Reception or Event per person \$ ..... Qty \_\_\_ x \$ \_\_\_\_ = \$ \_\_\_\_

Include information about any menu, event topic or additional items for payment to Host Camp.

Lunch ..... Qty \_\_\_ x \$ \_\_\_\_ = \$ \_\_\_\_

Banquet and program ..... Qty \_\_\_ x \$ \_\_\_\_ = \$ \_\_\_\_

Total amount enclosed ..... = \$ \_\_\_\_

Make checks payable to host camp at: \_\_\_\_\_

**Ancestor Memorial(s)** Business card size - \$10, 1/4 page \$25, 1/2 page \$50, Full page \$100

Please submit all Ancestor Memorials and Business / Personal ads either by email or USPS to Host Camp. Make checks payable to: \_\_\_\_\_

All Ancestor Memorial and Business Ads or sponsorship must be received before \_\_\_\_\_ to allow time for printing.

**Host Hotel:** Give as much information as possible: hotel name, address, room rate, phone number, booking code or name to ask for such as Son of Confederate Veterans Virginia Division for booking rate.

For Questions or additional information please contact : \_\_\_\_\_

This is a proposed registration form, you may need to modify it to fit your camp's specific needs. The registration packet should include complete information on all meals, menus, special events, tours, and activities, as well as the cost of each item and the deadline for submitting payment to the Host Camp.



## (Year) Virginia Division Convention

### Ancestor Memorial Form

April (Date, Year)

SCV Member Name: \_\_\_\_\_

Camp Name \_\_\_\_\_ # \_\_\_\_\_

1 Ancestor; \_\_\_\_\_

Rank & Name

\_\_\_\_\_

Ancestor Unit

2 Ancestor; \_\_\_\_\_

Rank & Name

\_\_\_\_\_

Ancestor Unit

3 Ancestor; \_\_\_\_\_

Rank & Name

\_\_\_\_\_

Ancestor Unit

If you wish to design your own Ancestor Memorial for any size larger than a business card, please prepare it on a separate sheet and include it with your Member Registration Form. Mail it to: \_\_\_\_\_ or email it to: \_\_\_\_\_

All Ancestor Memorials must be received no later than **(Month, Date, Year)**.

Memorial advertisement sizes and prices are listed on the Registration Form.

**There is no limit to the number of Ancestor Memorials you may submit.**

Full Page Ad  
7.5" wide X 10" high

**Business Card Ad**  
**3.625" wide X 2.312" high**

**Quarter - Page Ad**  
**3.625" wide X 4.875" high**

Half-Page Ad Horizontal  
7.5" wide X 4.875" high

Half-Page Ad Vertical  
3.635" wide X 10" high



## Vendor Registration Form

Each Vendor Booth Fee: \$ \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

Representatives Names: \_\_\_\_\_

Number of Spaces Requested: \_\_\_\_\_

Brief Description of Merchandise or Services: \_\_\_\_\_

### Each Vendor Booth will include:

Size: \_\_\_\_' X \_\_\_\_' booth space

Number of table \_\_\_\_\_ and size: \_\_\_\_ X \_\_\_\_' table

Number of chair(s) \_\_\_\_\_

Additional Tables will be \$ \_\_\_\_\_ each. Additional chairs: \$ \_\_\_\_\_

Table Linens: (linens provided or not)

### Registration Deadline:

Please submit completed Vendor Registration Forms on later than:

Month \_\_\_\_\_, Date \_\_\_\_\_, Year \_\_\_\_\_

Mail Registration Form to: \_\_\_\_\_

Vendor Booths will be located at: \_\_\_\_\_

Booth Security: \_\_\_\_\_

### Vendor Responsibilities:

Vendors are responsible for providing displays, extension cords, cash handling equipment, and any equipment needed for their booth unless otherwise specified by the Host Camp. Vendors are also responsible for the security of their merchandise during setup, operating hours, and teardown. The Host Camp, convention facility, and the Virginia Division Sons of Confederate Veterans assume no responsibility for loss, theft, or damage to vendor property.

\*The Host Camp and/or Virginia Division SCV reserves the right to assign booth locations and to refuse items deemed inappropriate for this event.