

**AMERICAN LEGION AUXILIARY  
NATIONAL HEADQUARTERS  
8945 N. MERIDIAN ST.  
INDIANAPOLIS, IN 46260**

**MEMORANDUM**

**TO:** Department Secretaries  
**FROM:** ALA National Headquarters Events Team  
**DATE:** June 2017  
**SUBJECT: STATES DINNER**

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**WHEN:** Wednesday, August 23, 2017  
**WHERE:** Hall 3, Reno-Sparks Convention Center  
**TICKET PRICE:** \$45.00 (until July 28)  
**TO ORDER:** <http://www.cvent.com/d/y5qlq8/4W>

The online system will be available in June. Please submit the completed order and payment via the online Convention Information System. Ticket orders are the second step in the system. You will enter in the quantity of tickets needed. The payment is the last step of the process. *More detailed instructions will be sent when the system is open in June.*

- Ticket orders will be accepted from the department secretary only. Tickets must be purchased through the ALA National Headquarters' Convention Information System.
- Ticket orders and full payment must be received at National Headquarters **no later than July 28, 2017**. Credit card payments will be processed immediately. Checks must accompany a confirmation form showing how many tickets are purchased. Checks combined with other payments will not be accepted (this includes delegate/alternate registration).
- To order additional tickets (after the department's initial order is placed) before July 28, go back into the Convention Information System and update your ticket order number using the confirmation number and email address you used to purchase the initial tickets. You will then be directed to the payment page.
- Tickets may be picked up from the ALA National Headquarters office in Hall 5 at the Reno-Sparks Convention Center beginning Thursday, August 17, 2017.

- MENU:** Local farm greens with pear tomato and lemon thyme vinaigrette, grilled Tri-Tip with red wine raspberry demi and garlic roasted chicken with mango cilantro relish, mascarpone creamy polenta and spring vegetables, fresh baked focaccia bread, and dessert du jour.
- If someone you are buying tickets for has special dietary or religious needs, an alternate entrée will be substituted for the main entrée only if that information is submitted via the online Convention Information System with the ticket order. If an allergy or special dietary request is indicated, please list the specific request and include the member's name in the system. Special dietary requests will be considered only if received by the deadline.
- The American Legion Auxiliary and the Reno-Sparks Convention Center will not be able to accommodate special requests on site.**
- SEATING:** **Dinner seating will be available in tables of 8.** Priority table assignments for departments are based on the membership percentage attained 30 days prior to national convention. Any ticket orders received after July 28, 2017, will be seated on a space-available basis and not according to renewal percentage.
- GUESTS OF THE NATIONAL PRESIDENT:** Departments do **NOT** need to purchase States Dinner tickets for national officers, spouses of national officers, Past National Presidents, or national chairmen. These individuals are guests of the national president and will be seated in the distinguished guests area.
- NATIONAL CHAIRMEN AND PAST NATIONAL PRESIDENTS' SPOUSES:** National chairmen and Past National Presidents are guests of the national president. National chairmen and Past National Presidents must purchase tickets for their spouses directly from National Headquarters. Spouse ticket information will be included with the invitation from the national president and sent in July.
- REFUNDS:** No refunds will be made after Friday, August 4, 2017.
- TICKETS AFTER JULY 28:** Please contact the ALA National Headquarters Events Team at [meetings@ALAforVeterans.org](mailto:meetings@ALAforVeterans.org) if you need to purchase tickets after July 28, 2017. Requests will be accepted on a space-available basis purchased with a credit card only. After July 28, 2017, States Dinner tickets will cost \$50.
- TICKETS ON SITE:** A very limited number of tickets will be available for purchase on site in Reno. Tickets will cost \$50 and **only** MasterCard, Visa, or check will be accepted. The Events Team will be unable to accept cash for ticket purchases.
- CC:** Department Presidents (*for information only*)