The American Legion – Department of Iowa
2019 National Convention – Indianapolis, IN

Registration Information & Form Instructions

Please read these instructions carefully before completing registration forms. Forms are available on our website at www.ialegion.org/nationalconvention in fillable pdf format. Registration forms are due before June 15.

Department of Iowa Registration at National Convention

Westin Indianapolis, Congress 2 Room, First Floor
- Thursday August 22 5:00 – 7:00 pm
- Friday August 23 9:00 – 11:00 am
  5:00 – 7:00 pm
- Saturday August 24 9:00 – 11:00 am

All attendees must pick up registration packets at one of the prescribed times. If you are unable to pick up your registration packet, please arrange for someone to pick it up on your behalf.

Form 1 Instructions

Form 1 is used for the following:
- American Legion Delegate/Alternate Registration
- Sons of The American Legion (SAL) Delegate/Alternate Registration
- American Legion Guest & SAL Guest Registration
- Iowa Party Tickets
- National Commander’s Banquet Tickets
- Hotel Reservations for all National Convention attendees

Section 1: Contact Information – Completed for all uses of Form 1
- Please complete this section in its entirety.
- American Legion and SAL registrants should enter name as you wish it to appear on your convention badge.

Section 2: Registration – Completed by all American Legion Delegates/Alternates, SAL Delegates/Alternates, American Legion Guests, and SAL Guests.
- Check only one box. Use a separate form for each registration. Example 1: If you are registering with both the Legion and the SAL, complete two separate forms. Example 2: If you are registering with the Legion and your spouse is registering as an American Legion Guest, complete two separate forms. You may include all American Legion Form 1 forms with one payment. Auxiliary Form 2 and Shirt Order forms must be paid separately.
- Only Delegates and Alternates need to include District and Post/Squadron number.
- Auxiliary Delegates, Alternates & Guests should use Form 2 for convention registration.

Section 3: Tickets
- Iowa Party – Saturday, August 24, 6:00 pm, American Legion Post 64, 601 S Holt Road, Indianapolis, IN 46241. Tickets are $25.00 each and includes buffet meal and entertainment. Tickets must be ordered in advance.
- National Commander’s Banquet – Tuesday, August 27, in the Convention Center. Tickets are $50.00 each. Entertainment will be provided by Fab Four, a Beatles tribute band. Tickets must be ordered in advance.
Section 4: Hotel Reservations
- All reservations must be submitted through the Department before June 15.
- Submit only one reservation request per room.
- Iowa will be housed in the Westin Indianapolis, 241 W Washington Street, Indianapolis, IN 46204.
- Room rate is $144.00 + 24.48 (17%) tax for a total of $168.48 per night for up to two occupants. Additional occupants are $10.00 each. Rate + tax for three occupants is $180.18 and for four occupants is $191.88. Maximum occupancy is four. A limited number of rollaway beds are available. Refrigerators are provided in every room. Check-in time is 3:00 pm and check-out time is 12:00 pm.
- You must complete Section 5: Credit Card of this form for all hotel reservations.
- Your credit card will not be charged until check-in.
- Credit cards will be charged one-night deposit for rooms not cancelled within 48 hours of check-in time.
- Valet parking is $45.00/day (subject to change). Self-parking is available near the hotel. Information on additional parking options can be found at:
  - https://www.legion.org/convention/resources
  - https://www.visitindy.com/indianapolis-transportation-parking

Section 5: Credit Card
- Must be completed for all hotel reservations.
- May be used for all payments to The American Legion.

Section 6: Payment Information
- Complete applicable fields and submit payment with form.

Form 2 Instructions

Form 2 is used for the following:
- Auxiliary Delegate/Alternate Registration
- Auxiliary Guest Registration
- Auxiliary Woman of the Year Luncheon Tickets
- Auxiliary States Dinner Tickets

Section A: Contact Information – Completed for all uses of Form 2
- Please complete this section in its entirety.
- Auxiliary registrants should enter name as you wish it to appear on your convention badge.

Section B: Registration – Completed by all Auxiliary Delegates/Alternates and Auxiliary Guests.
- Check only one box. Use separate form for each registration.
- Only Delegates and Alternates need to include District and Unit.

Section C: Tickets
- Woman of the Year Luncheon – Tuesday, August 27. Tickets are $40.00 and must be ordered in advance.
- States Dinner – Wednesday, August 28. Tickets are $50.00 each and must be ordered in advance.

National Convention Parade Shirts
- Our National Convention parade shirt will be in support of Nicole Clapp’s campaign for National President. Use the “Standing Tall with Nicole” shirt order form to place your order.
- Shirt orders will be available for pickup at Department Convention.
- Make checks payable to: 2020 Leadership Department Fund
- Mail Shirt Order Form and payment to: Nicole Clapp
  1674 Highway 96
  Gladbrook, IA 50635