

AMERICAN LEGION AUXILIARY
NATIONAL HEADQUARTERS
3450 FOUNDERS RD
INDIANAPOLIS, IN 46268

SPECIAL MEMORANDUM

TO: Department Secretaries
FROM: ALA National Headquarters Events Team
DATE: June 2022
SUBJECT: **PUBLIC SPIRIT AWARD LUNCHEON**

WHEN: Tuesday, August 30, 2022
WHERE: Regency Ballroom A-D, Hyatt Regency Milwaukee
TICKET PRICE: \$35 (until July 29)
TO ORDER: <https://cvent.me/za9rzz>

Please submit the completed order and payment for tickets via the online Convention Ticket Order System. Ticket orders are separate from the Online Information System. You will enter the quantity of tickets ordered. Payment is the last step of the process. *More detailed instructions will be sent when the system is open.*

- Ticket orders will be accepted from the department secretary only and must be purchased through the Convention Ticket Order System. This **includes** tickets for national officers, Past National Presidents, and national chairmen.
- Departments will **not** need to purchase a ticket for their Unit Member of the Year, as ALA National Headquarters will be providing those tickets at no charge. Special seating will be provided for all Unit Member of the Year honorees, so it is **important** to notify us if the member will be in attendance.
- Ticket order and full payment must be received at ALA National Headquarters by **Friday, July 29, 2022**. No refunds will be given after Monday, August 1, 2022.
- Tickets may be picked up from the ALA National Headquarters office in the Wisconsin Center beginning Thursday, August 25, 2022.

MENU: TBD

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 information system with the ticket order. If an allergy or special dietary request is indicated, please list specific allergy/dietary 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 Hyatt Regency Milwaukee will not be able to accommodate special requests on site.

SEATING: **Luncheon seating will be in tables of 10; this number is subject to change.** Priority department table assignments are based on the percentage of member goal highest to lowest 30 days prior to National Convention. Ticket orders received **after** July 29 will be seated on a space-available basis.

REFUNDS: No refunds will be made after Monday, August 1, 2022.

ADDITIONAL TICKETS (before July 29):

For additional tickets (after the department's initial order is placed) before July 29, go back into the Convention Ticket Order System and update your ticket order number using the confirmation number and email address you used to purchase the initial ticket order. Additional tickets must be purchased before August 10, 2022.

You then will be directed to the payment page. *More detailed instructions will be sent once the online system is open in mid-June.*

TICKETS AFTER JULY 29: Please contact the ALA National Headquarters Events Team at meetings@ALAforVeterans.org if you need to purchase tickets after July 29. Requests will be accepted on a space-available basis, and tickets may be purchased with a credit card only. After July 29, Public Spirit Award Luncheon tickets will cost \$40. You will only have until August 10, 2022, to purchase additional tickets.

cc: Department Presidents *(for information only)*