

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

MEMORANDUM

TO: Department Secretaries
FROM: ALA National Headquarters Events Team
DATE: June 2022
SUBJECT: STATES DINNER

WHEN: Wednesday, August 31, 2022
WHERE: Ballroom A-D, Wisconsin Center
TICKET PRICE: \$53.00 (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. You will enter the quantity of tickets ordered. Payment is the last step of the process.

- Ticket orders will be accepted from the department secretary only. Tickets must be purchased through ALA National Headquarters' Convention Ticket Order System.
- Ticket orders and full payment must be received at National Headquarters **no later than Friday, July 29, 2022**. 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). No refunds will be given after August 1, 2022.
- 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.
- Tickets may be picked up from the ALA National Headquarters office at 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 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 Wisconsin Center will not be able to accommodate special requests on site.

SEATING: **Dinner seating will be available in tables of 10; this number is subject to change.** Priority table assignments for departments are based on the membership percentage attained 30 days prior to National Convention. Any ticket orders received after July 29, 2022, 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/significant others 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 SPOUSES/SIGNIFICANT OTHERS:
National chairmen and Past National Presidents are guests of the national president. National chairmen and Past National Presidents must purchase tickets for their spouses/significant others directly from National Headquarters. Ticket information for these individuals will be included with the invitation from the national president and sent in July.

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

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, States Dinner tickets will cost \$60. You will only have until August 10, 2022, to purchase additional tickets.

CC: Department Presidents (*for information only*)