



## MEMORANDUM

To : Prospective National Convention Delegates  
: Department Officers  
: Past Department Commanders  
: Post Commanders  
: District Commanders  
: County/Area Commanders

From : Russell W. Myers, Jr., Department Adjutant *RW*

RE : 98th National Convention

Date : February 1, 2016

The following information has been received from National confirming our housing in Cincinnati, OH for the 98th National Convention August 25, 2016 through September 1, 2016.

We will be housed at the Westin Cincinnati and we ask that you mail your room requests along with the one night's deposit no later than Monday, July 18, 2016. All rooms must be booked through Department of Maryland.

### HOUSING

**Westin Cincinnati**  
21 East Fifth Street  
Cincinnati, OH 45202  
(513) 621-7700

### ROOMS

Double/Double	\$151.58 (including 17.50% tax) 2 beds – 1 or 2 occupants
King Bed	\$151.58 (including 17.50% tax) 2 beds – 1 or 2 occupants
ADA King Beds (1)	\$151.58 (including 17.50% tax) 2 beds – 1 or 2 occupants
ADA Double (1)	\$151.58 (including 17.50% tax) 2 beds – 1 or 2 occupants
Rollaway Beds	Complimentary
Additional Occupant in Room	\$10.00 per night per person
<b>Parking rate per day</b>	<b>\$17.00 Self-parking/\$30.00 VALET</b>
Tax rate per day	17.50% (this tax rate has been included in the room rate of \$129.00 + 22.58 = \$151.58)

**\*\*\*ALL RESERVATIONS ARE ON A FIRST COME FIRST SERVE BASIS\*\*\***

**98TH NATIONAL CONVENTION ROOM REGISTRATION**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

POST/SQU/AUX NO. \_\_\_\_\_ MEMBERSHIP# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**(GIVE NAME AND ADDRESS OF PERSON SHARING THE ROOM)**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

POST/SQU/AUX NO. \_\_\_\_\_ MEMBERSHIP# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**CHECK DESIRED ROOM TYPE: ALL RESERVATIONS ARE ON A FIRST COME FIRST SERVE BASIS**

DOUBLE/DOUBLE \_\_\_\_\_ KING \_\_\_\_\_

DATE OF ARRIVAL \_\_\_\_\_  
(DAY) (DATE) (TIME)

DATE OF DEPARTURE \_\_\_\_\_  
(DAY) (DATE) (TIME)

**ONE NIGHT'S DEPOSIT REQUIRED: \$151.58**

**PLEASE MAKE CHECK PAYABLE TO THE AMERICAN LEGION, DEPT. OF MD  
In the amount of \$151.58 this includes the taxes (earmark Room Deposit National  
Convention). Reservation Deadline Monday, July 18, 2016 .**

YOUR CHECK# \_\_\_\_\_ TOTAL CHECK AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE



THE AMERICAN LEGION  
Department of Maryland, Inc.

The War Memorial, Baltimore, Maryland 21202  
(410) 752-8104

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From : Russell W. Myers, Jr., Department Adjutant *RM*

RE : 98th National Convention  
 National Commander's Banquet

Date : February 1, 2016

For planning purposes it is requested that you provide us with the number of National Commander's Banquet tickets you will require. The banquet will be held on Tuesday, August 30, 2016. Cost of tickets are **\$46.00 each**, please make check payable to The American Legion, Dept. of MD, Inc. and earmark for **National Commander's Banquet** and forward to Department Headquarters, 101 N. Gay Street, Room E, Baltimore, MD 21202 by **May 6, 2016**. **These tickets are limited and are first come, first serve so mail the request as soon as possible.**

Should you require additional information please contact Linda Dorchack.

NAME \_\_\_\_\_

POST NO. \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NUMBER OF TICKETS \_\_\_\_\_

AMOUNT ENCLOSED \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_