



## **American Legion Women Veteran's Luncheons/Celebrations**

The following is a guideline for Women Veterans Events that are sponsored by the American Legion, Department of Maine. These events are events that would take place at an American Legion Post within the Department of Maine and would be sanctioned by the Department of Maine.

1. If considering an event, the Commander of the American Legion, Department of Maine Post that wishes to sponsor the event will contact the Women Veterans Advisory Committee (WVAC) Chairperson.
  - a. The WVAC Chairperson will assist the Post Commander with determining a date for the event.
  - b. The WVAC Chairperson will furnish the Post Commander (or his or her designated point of contact for the event) with Attachment A: an attached list of ideas and recommendations for the event.
  - c. The WVAC Chairperson will follow up on a weekly basis (or time interval agreed upon by the WVAC Chairperson and Post Point of Contact) considering Attachment A.
  - d. The WVAC Chairperson will not complete the items listed in Attachment A but will advise and make recommendations where needed or requested.



American Legion Department of Maine  
Women Veterans Advisory Committee

Date:

Place:

Time:

Have Committee Chairperson/Advisor create flyer using Legion logo.

- Have Dept's Women's Advisory Chairperson/Advisor create event on Facebook (flyer can be used as cover photo on facebook).
- Invite all women veterans on your friends list
- Invite all women veterans from your Post and community
- Share flyer, place at Hannaford or anywhere they will let you post information.
- Continue to share event.
- Ensure info is given to Dept for the "Ledger"
- Send info to newspaper

Volunteers providing services. Hair, nails, Reiki, massages etc. (a morning of pampering) OR

Other ideas for luncheons:

- Paint n Take
- Reading groups
- Reiki

- Coin and certificate presentations
- (any and all ideas that would bring women vets in)
- Items for hall needed for services
  - American and Legion Flag
  - Room dividers
  - Outlets
  - Extension cords
  - Podium with mic and speakers

#### Guest speakers

- Invite speakers

Invite those who may have resources (women's clinic at TOGUS, Vets services, senator/congressman representatives etc) to attend and have a table to meet and greet veterans.

- Meal
  - Decide on meal
  - Meal volunteers
  - Servers
  - Food donations for morning and afternoon
    - Hannaford
    - Dunkin Donuts
    - Anyone local to request donations to support luncheon with food.
  - Clean up crew

### *Give Aways (free)*

- Contact local businesses for donations.
- Reach out to members who may want to support with the give aways.

Have 50/50 raffle to support a legion program or to recoup funds used for luncheon or for future luncheons.

Volunteers: Person at door to welcome sign guests in. Also volunteers to support services by seeking out those who are signed up. (if doing the pampering services)

Reach out to local scout groups to support volunteers (serving meal, singing for veterans, making cards etc)

Be sure to have photographer to capture moments.

Send pictures with info to Department for Facebook Page and The Maine Legionnaire.

Send pictures to your local paper with story.

(Please give Chairperson/Advisor info on any other ways you were able to make these luncheons successful. We can then add to this information to support others).