



American Legion Women Veteran's Luncheons/Celebrations

The following check list is a guideline for Women Veterans Events. Decide what works for your Post/Unit/Squadron when holding an event. The most important thing to happen is to ensure the event is branded with Legion, Auxiliary and/or Squadron Logo and information pertaining to your Post/Unit/Squadron.

The WVAC is here to support your event as needed. Please reach out to the committee to check on other luncheons that may be scheduled. This will ensure luncheons are not held too close together or on the same date.



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, community and state.
- 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"
- If timing is right send info to Dept for The Maine Legionnaire.
- 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 needed for hall/room

- American and Legion Flag
- Room dividers
- Outlets
- Extension cords
- Podium with mic and speakers

Guest speakers/Resource Tables

- 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. Feedback has been given from previous luncheons, so we ask that you keep guest speakers and the amount of time they speak to a minimum.

Ensure there is an American Legion Resource Table with committee members present to answer question. Items for tables may include Membership Applications, Why You Should Belong Pamphlet, Legionnaire Insurance Trust information, American Legion Service Officer name and contact information, Women Veterans Advisory Committee information. Any items you feel that pertain to the American Legion to support 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 by donating giveaways.

Paid Raffles:

- Have 50/50 raffle to support a legion program or to recoup funds used for luncheon or for future luncheons.
- Have a paid raffle with some of the larger items to support cost of luncheon and future luncheon events.

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)

Follow up for publicity:

- 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/Committee members info on any other ways you were able to make these luncheons successful. We can then add to this information to support others).

Like us on Facebook at [Women Veteran's Advisory Committee Dept. Of Maine American Legion](https://www.facebook.com/groups/8292938890734210/)

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