



Patricia W Marsh & John C Marsh, Sr
Department of Florida Marine Corps League
2018 DOF Convention Chairmen
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TO: Commandant George LaMont
FROM: John & Trisha Marsh
RE: Quarterly Report – MARCH, APRIL, MAY 2018
DATE: 30 May 2018

Overview of Activities

Tweaked & Finalized	Banquet Event Orders for 2018 June Convention
Created and Finalized	Special “incentive” to offer to Members who RSVP for the Banquet by April 15th
Finalized	2018 Convention Packet consisting of: Letter from DOF Commandant LaMont; Hotel information flyer; MCL Registration Form; MCLA Registration Form; Banquet Reservation Form; Convention Book Ad Form; Leadership School Registration Form; Event Schedule and “Suggested Uniform” Page
& Distributed	Convention Packet to: BOT & DoF Officers; District Vice Commandants for distribution to their respective Detachments; MCLA for distribution to their Units; MODD for distribution to their Pounds; and to WebMaster for posting on DoF MCL Website 03.09.2018
Prepared	[9] Email Blasts to be distributed once a week to: BOT & DoF Officers; Detachment Commandants, PayMasters/Adjutants; District Vice Commandants; MCLA; MODD Beginning April 10 thru June 4 Information being sent out consist of Banquet, Leadership, Ad and Convention deadline reminders, Maitland area info, Workers/Volunteers needed, suggested “Uniform of the Day”; etc. etc
Held Meeting	Convention Team Captains Meeting during DoF Spring Conference, Safety Harbor, FL -- April 5, 2018 to discuss Team Captains’ progress, updates, roadblocks, etc
Presentation	At Business Meeting during DoF Spring Conference To give the Attendees updates about the 2018 Convention

Created **Cover graphics for Convention Book**
Various Ads for Convention Book ... to include:
Thank You page to Convention Team Captains
Mayor of Maitland page
100 Years page

Fine-Tuned **All aspects/details for Convention with Hotel**
Convention/Sales Manager

Coordinated with **Convention Team Captains – Registration—Anita LaMont;**
Tote Bags—Patti & Mike Armstrong;
Program Book—John Gionet;
for a smooth transition to active/functioning 2018 DOF
Convention

Respectfully Submitted,

John & Trisha Marsh

John C Marsh, Sr
Patricia W Marsh
DoF MCL Co-Chairmen for 2018 DoF Convention

CC: Adjutant, DoF MCL: John Marsh, Sr – jcm2149@yahoo.com