

AMERICAN LEGION AUXILIARY
Department of California

Duties and Responsibilities of District and Convention Pages

1. Floor Pages will dress as Convention Committee requests.
2. All Convention Pages will arrive 30 minutes early to Convention.
3. All District Pages will arrive 15 minutes early to Convention.
4. District Pages appointed by the District President need not be delegates. Wear white blouses & navy blue skirts or pants. Skirts should be at least knee length.
5. Information concerning all social functions and information regarding Committee Rooms will be posted in the registration area of the Crown Plaza.
6. All Pages will meet with the Department Sergeant-at-Arms and Marshal at the Pages' Meeting at the Crown Plaza, tbd on Thursday at 12:30 p.m. prior to opening session. (Dressed and ready for opening.)

Do's	Don'ts
Do smile. Do be polite. Do be neat. Do carry pad & pencil.	Don't wear gewgaws on blouse. Don't let Legionnaires in hall; send them to Sgt-at-Arms. Don't give wrong answers. If you don't know, say <i>I will find the information for you.</i>

Responsibilities

<p><i>Keep silence.</i></p> <p><i>Speak politely, but firmly.</i></p> <p><i>Inspect Delegate's badges before allowing to enter hall.</i></p> <p><i>Do not let anyone enter or leave during voting or while speaker has the floor.</i></p>

Messages

1. Convention Pages hand all messages to Department Pages on platform. No other Pages are allowed on the platform.
2. Convention Pages hand messages to District Pages. See if you should wait for an answer. When taking a message, be sure you have the District Number.
3. Relay messages to the nearest Convention Page. Save steps and confusion.
4. Avoid taking oral messages. Offer a piece of paper, if necessary.

Questions can be referred to Sergeant at Arms, Donna Smith