

**AMERICAN LEGION AUXILIARY
NATIONAL HEADQUARTERS
3450 FOUNDERS RD.
INDIANAPOLIS, IN 46268**

SPECIAL MEMORANDUM

TO: Department Secretaries

FROM: ALA National Headquarters Events Team

DATE: May 2025

SUBJECT: THE AMERICAN LEGION AUXILIARY LUNCHEON

LUNCHEON DETAILS

Date: Tuesday, August 26, 2025

Location: Marriott Tampa Water Street – Grand Ballroom

Ticket Price:

- Before July 25: \$40
- After July 25: \$50

HOW TO ORDER TICKETS

Ticket ordering opens **July 1, 2025**. Departments will receive an email with access instructions to the **Convention Information and Ticket Portal**.

- **Authorized orders:** Only department secretaries or executive directors may place orders.
 - **Department responsibility:** Departments are responsible for ordering **general seating tickets and Unit Member of the Year tickets only**.
- **NEW THIS YEAR — individual responsibility:** National officers, Past National Presidents, and national chairs will purchase their own luncheon tickets directly. *Information will be sent directly to these members with instructions on how to purchase their tickets.*
 - **Exception for 2025 only:** If a department must purchase a ticket for a national officer, PNP, or national chair, contact meetings@ALAforVeterans.org in advance.

Additional Tickets

To add tickets before July 25:

- Log back in to the Convention Portal using your **original confirmation number and email address**.
- Update your ticket quantity and proceed to payment.

To purchase tickets **after July 25**, email meetings@ALAforVeterans.org.

Tickets will only be available **if space allows** and must be purchased with a credit card.

Payment Methods

We've modernized payment processing!

Accepted methods: Visa, MasterCard, American Express, Discover, Apple Pay, and Google Pay.

Checks are no longer accepted.

UNIT MEMBER OF THE YEAR (UMOY)

If your department's UMOY is attending, ALA National Headquarters will provide **one complimentary ticket**. However, the department must still **submit the ticket request through the portal** in the designated UMOY section in order to ensure reserved seating for the UMOY.

LUNCHEON MENU

- Grilled Chicken Salad
- Chef's Choice of Dessert

Special Dietary Needs:

Submit any allergy or religious dietary requests with your order via the ticket portal.

Requests must include the member's name and will only be honored if submitted by the deadline.

The American Legion Auxiliary and Tampa Convention Center will not be able to accommodate special requests on site.

Seating Details

Seating is planned for tables of 10 (subject to change).

Departments will be seated based on **membership goal percentage** as of 30 days prior to convention.

Orders received after **July 27** will be assigned seats based on availability.

IMPORTANT DATES

- **Ticket Deadline:** Friday, July 25, 2025
- **Refund Deadline:** Monday, July 28, 2025
- **No ticket sales after Wednesday, August 13, 2025**
- **Ticket pickup:** Starting Thursday, August 21, at ALA National Headquarters' office in the Tampa Convention Center

CC: Department Presidents (*for information only*)