

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

SPECIAL MEMORANDUM

TO: Department Secretaries

FROM: ALANHQ Events Team

DATE: May 2026

SUBJECT: NATIONAL CONVENTION – Department Caucus Space

In the past, some departments have requested meeting space for department caucuses at the same location as the American Legion Auxiliary's division caucuses.

In 2026, the division caucuses will take place Saturday, August 29, from 3-5 p.m. *Note: This time is subject to change.*

Space is limited at the convention center. In order to better facilitate requests, ALA National Headquarters asks department secretaries to submit a written request prior to Monday, July 6, to meetings@ALAforVeterans.org for department meeting space. Meeting rooms will not be available for department meetings without making prior arrangements with ALA National Headquarters.

Meeting space will be available on a first-come, first-served basis; however, we cannot guarantee placement for every request.

You will receive notification after Friday, July 17, regarding your final room assignment.

ALA National Headquarters will **not** be responsible for any charges incurred for the use of the room (i.e., extra microphones, etc.).

Please contact us at meetings@ALAforVeterans.org if you have any questions. Thank you!