



## American Legion Auxiliary Department of Auxiliary

### 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 Marriott Hotel.
6. All Pages will meet with the Department Sergeant-at-Arms and Assistant Sergeant-At-Arms at the Pages Meeting at the Convention Center, on Thursday at 1:45 PM prior to opening session. (Dressed and ready for opening)

Do's	Don'ts
Smile Be Polite Be Neat Carry Pad and Pencil	Wear extras on your blouse let Legionnaires in the hall: Send them to the Sgt-At-Arms Give Wrong Answers If you don't know, say "I will find the information for you"

Responsibilities
Keep Silent Speak Politely, but Firmly. Inspect Delegate's badges before allowing to enter hall. Do not let anyone enter or leave during voting or while speaker has the floor.

#### 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 the Department Sergeant-at-Arms.**