



ALA UNIT 164 PROGRAM GUIDELINES 2025

VA TABLE

Please Note: If you require space at the Post for any reason (event, meetings, prep work etc.) make sure you've booked the time and date on the Calendar. Text Gillian Woodstrom at 281-615-5670 or email her at gwoodstrom@woodborne.com

1. GENERAL INFORMATION

- ☐ Event Name
- ☐ Event Date
- ☐ Time
- ☐ Place
- ☐ Budget
- ☐ Committee Chair & Volunteers

2. ACTION PLAN

- ☐ Planning Meeting with Post Legionnaire
 - * Date
 - * Agenda
 - * Timeline
 - * Roles & Responsibilities
 - * Meeting Minutes
- ☐ Establish dates (bi-weekly on Thursdays)
- ☐ Update Calendar
- ☐ Provide current flyers, giveaways, membership info

NB: Bring your own chair!

3. CONTACT LIST

- ☐ Post Commander