



ALA UNIT 164 PROGRAM GUIDELINES 2025

THE BALLARD HOUSE

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
 - * Date
 - * Agenda
 - * Timeline
 - * Roles & Responsibilities
 - * Meeting Minutes
- **Pre Event**
 - ☐ Sign up at front desk for date at Ballard House
 - ☐ Update Calendar
 - ☐ Set menu
 - ☐ Send out SignUpGenius with requests for volunteers to fill menu items listed
 - ☐ Check with Blanket Brigade for inventory
- **Day of**
 - ☐ Make signs for each item
 - ☐ At 4:30PM bring prepared food items and blankets to Ballard House
 - ☐ Setup serving area with food and drinks
 - ☐ Ring the bell!
 - ☐ Serve guests
 - ☐ Cleanup
 - ☐ Set date at front desk for next dinner
- Write report to be given to members at monthly meeting

3. CONTACT LIST

- ☐ Director - David Brown 281-717-4670
david.brown@theballardhouse.org