



ALA UNIT 164 PROGRAM GUIDELINES 2025

BLANKET BRIGADE

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 & Committee Members

2. ACTION PLAN

- ☐ Planning Meeting
 - * Date
 - * Agenda
 - * Timeline
 - * Roles & Responsibilities
 - * Meeting Minutes
- **September**
 - ☐ Hold Planning Meeting
 - ☐ Assign committee members to:
 - * Purchase fleece
 - * Wash and cut fleece
 - * Crochet edges
 - ☐ Chair contact 2nd Vice for needs and timeframes
 - ☐ Set delivery dates/personnel
 - ☐ Update Calendar
 - ☐ Write report to be given to members at monthly meeting

3. CONTACT LIST