



ALA UNIT 164 PROGRAM GUIDELINES 2025

FIREFIGHTERS PANCAKE BREAKFAST

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
- **September/October/November**
 - ☐ Update Calendar
 - ☐ Gather items and assemble raffle baskets
 - ☐ Check date/time/location with Fire Department
 - ☐ Check Fire Department for donations (we raffle for them)
 - ☐ Tickets and jars and descriptive flyers for each raffle basket/donation
- **Day of**
 - ☐ Setup raffle table with baskets and donations, table cloth
 - ☐ Bring tickets, jars, flyers, Zettle, bank bag, deposit slip, pens
 - ☐ Draw tickets and deliver prizes to winners
- Write report to be given to members at monthly meeting
- **January**
 - ☐ Fill out presentation check and actual check and present to Fire Department
- Write report to be given to members at monthly meeting

3. CONTACT LIST