



ALA UNIT 164 PROGRAM GUIDELINES 2025

FIRST RESPONDERS DINNER

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
- ☐ Planning Meeting

2. ACTION PLAN

• October

Hold Planning Meeting with Post

- ☐ Set and reserve venue, date and time (remember bar and verify servers and cleanup crew if applicable)
- ☐ Determine caterer (and verify servers and cleanup crew if applicable)
- ☐ Menu and appetizers
- ☐ Venue theme
- ☐ Door prizes
- ☐ Book photographer
- ☐ Sponsorship tables – cost, inclusions
- ☐ Post Commander select
 - * Keynote Speaker
 - * Honored Guests
 - * Emcees
- ☐ Assign distribution of nomination forms to
 - * Katy Police Department
 - * Katy ISD Police Department
 - * Harris County ESD 48
 - * Westlake Volunteer Fire Department
 - * Katy Fire Department

• January

- ☐ Post to purchase awards
- ☐ Post to review script with writer
- ☐ Auxiliary create menu cards, place cards for head table, reserved signs for First Responders seats, sponsorship tables (drinks tickets)
- ☐ Sponsorship letter

- ☐ Auxiliary create SignUpGenius for appetizers and day-of help
 - ☐ Contact venue for table cloths, chair covers, napkins, silverware, glasses etc. What have they got, what do we need to provide
 - ☐ Purchase decorations
 - ☐ Purchase and wrap door prizes (remember tickets)
 - **February**
 - ☐ Establish head count and contact caterer
 - ☐ Purchase paper goods for appetizers and dessert
 - **Day of**
 - Setup room
 - ☐ Tables and chairs. Head table, appetizer table, check-in table all covered and skirted.
 - ☐ Wrap silverware
 - ☐ Set the table – décor, salt & pepper, water glasses, wrapped silverware, menu cards
 - ☐ Drape the stage with black drapes and stars (if at Elks)
 - ☐ Photo booth – balloon arch?
 - ☐ Head table – podium, microphone, place cards, flags in place
 - ☐ Check-in table with door prizes, tickets, sponsorship tickets
 - Dinner service
 - ☐ Accept and setup appetizers
 - ☐ Check-in table – hand out tickets, sponsorship tickets, greet guests
- CLEANUP (SETUP IN REVERSE - ALL PARTICIPANTS)**

3. CONTACT LIST

Irene Hargy: 281-224-3636 (table cloths and chair covers)

Joni Maness: 713-501-8870 katyelksclub@gmail.com