



ALA UNIT 164 PROGRAM GUIDELINES 2025

FOUR CHAPLAINS

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
- **June**
 - ☐ Chair establish location of church, date and time
 - ☐ Update Calendar
 - ☐ Communicate and verify availability with 4 Chaplains Foundation
- **July/August**
 - ☐ Planning meeting with the Post
 - ☐ Assign committee members to recruit chaplains
 - ☐ Select nominees for awards and ensure the nominations are sent to 4 Chaplains Foundation 3 months before ceremony
Nominations must be made by a former honoree
 - ☐ Select Auxiliary candle lighters and Legion escorts
 - ☐ Select Auxiliary member for Welcome table
 - ☐ Book Honor Guard
 - ☐ Select Guest list and send out invitations – include past honorees, Legion and Auxiliary Department Officers, Mayor of Katy, State Reps, dignitaries from various other local service groups
 - ☐ Contact Katy Men's Choir to sing National Anthem and Navy Hymn at ceremony
 - ☐ Contact Andy Valadez of Team Marketing Dynamics 713-560-3348 to set up AV at ceremony

- **September**

- ☐ Organize and purchase any giveaways
- ☐ Purchase guest book
- ☐ Create and start executing advertising plan. Design and print flyers and reserved signs
- ☐ Contact Girl Scouts, Boy Scouts and High Schools for parking, welcome, program distribution etc.

- **January**

- ☐ Update and print programs
- ☐ Prepare certificates of appreciation for each pastor
- ☐ Train Auxiliary candle lighters and escorts
- ☐ Prepare Welcome table and lobby
 - * Guest Book
 - * Four Men of Faith poster displayed on large easel from Post
 - * Chaplain Plaque from VFW Museum (contact Betty 281-391-8387)
 - * No Greater Glory by Dan Kurzman – books for display and purchase
 - * WW II Heart Shield Bible (contact Kay DeFoor 713-504-6002)
 - * Giveaways with basket
 - * Anchor and life vest from Auxiliary storage
 - * Small water bottles
- ☐ Follow-up meeting with host church. Request
 - * Small table for Honors
 - * 3 6ft tables with black table cloths
 - * 2 8ft tables with black table cloths
 - * Chairs for participants on stage (Number TBD)
- ☐ Prepare items for altar
 - * 4 framed pictures of 4 Chaplains
 - * 4 candles and lighters
 - * Life vest
- ☐ Check that Mark will be bringing the bell and the antique life vest

- **Day of**

- ☐ Setup altar

- ☐ Setup Welcome table and lobby
- ☐ Reserve seating for chaplains/MC/honorees/candle-lighters
- ☐ Organize volunteers
- ☐ Welcome participants and guests
- **Wrap up**
 - * Thank you notes to all participants

3. CONTACT LIST

- ☐ Mark Oldmixon moldmixon@hotmail.com 713-614-3324
- ☐ Post Commander
- ☐ Andy Valadez of Team Marketing Dynamics 713-560-3348
- ☐ Michelle Nolfi of 4 Chaplains Foundation
michelle@fourchaplains.org 215-218-1943
- ☐ David Galasso of Katy Men's Choir at St. Peter's
dgalasso@stpkaty.org