



# **ALA UNIT 164 PROGRAM GUIDELINES 2025**

## **HONOR FLIGHT**

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](mailto:gwoodstrom@woodborne.com)

### **1. GENERAL INFORMATION**

- ☐ Event Name
- ☐ Event Dates
- ☐ Times
- ☐ Place
- ☐ Budget
- ☐ Committee Chair

### **2. ACTION PLAN**

- ☐ Get event dates from the Post
- ☐ Notify Auxiliary members and arrange car pools
- ☐ Update Calendar
- ☐ Gather signs/posters/banners/pompoms/flags etc.

### **3. CONTACT LIST**

- ☐ Post Commander