



ALA UNIT 164 PROGRAM GUIDELINES 2025

PARADES

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
- **Pre Event**
 - ☐ Update Calendar
 - ☐ Complete parade signup if required
 - ☐ 4 weeks prior to event, select a KISD school and request student volunteers from the KISD sponsor. Email them the link to the Student Volunteer SignUpGenius
 - ☐ Check flags and order as needed
 - ☐ Order group identifiers (scarves, sunglasses etc.)
 - ☐ Send out Auxiliary SignUpGenius with request for volunteers
- **Day of**
 - ☐ Meet at VFW
 - ☐ Decorate vehicles
 - ☐ Decorate selves
 - ☐ Check in student volunteers
 - ☐ Pass out flags to kids
- Write report to be given to members at monthly meeting

3. CONTACT LIST

- ☐ Post Commander
- ☐ Katy Event Coordinators
- ☐ Jordan -National Honor Society Brittany Coker [-BrittanyCoker@katyisd.org](mailto:BrittanyCoker@katyisd.org)

- ☐ Taylor – National Honor Society- Errica Fader – ericcaafader@katyisd.org
- ☐ Cinco Ranch- National Honor Society –Beth Hoffpauir – MaryEHoffpauir@katyisd.org