



ALA UNIT 164 PROGRAM GUIDELINES 2025

PATRIOT DAY

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

2. ACTION PLAN

- ☐ Planning Meeting
 - * Date
 - * Agenda
 - * Timeline
 - * Roles & Responsibilities
 - * Meeting Minutes
- ☐ Update Calendar
- ☐ With Post establish open house program for event – create floor plan of events
- ☐ Invite firefighters/emts and police to participate
- ☐ Book fire truck, ambulance etc.
- ☐ Invite kids – daycare centers/local schools
- ☐ Make signage, flyers, ads
- ☐ Confirm decorations, games, food, giveaways, tattoos, flags etc.
- **Day of**
 - ☐ Setup and enjoy event

3. CONTACT LIST

- ☐ Post Commander