



ALA UNIT 164 PROGRAM GUIDELINES 2025

SPECIAL EVENTS

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 event signup if required
 - ☐ Verify scope of event (raffle baskets, WAA, Pies for Hope etc.)
 - ☐ Check flag and patriotic tattoo inventory, order as needed
 - ☐ Send out Auxiliary SignUpGenius requesting volunteers
- **Day prior**
 - ☐ Bag:
 - * bank bag with \$30 bank and Deposit Forms
 - * credit card charged Zettle
 - * order forms
 - * auxiliary brochures, program flyers & membership forms
 - * table cloth and branding cloth
 - * pens
 - * donation jar
 - * flags in sand stand
 - * flyers and clipboards
 - * large sign and easel with weights
 - * tape
 - * tent with weights
 - ☐ Tattoo supplies and sign (if required)

- **Day of**
 - ☐ Setup table and chairs, tattoo station, flyers, flags etc.
 - ☐ Pass out flags to kids
- **End of day**
 - ☐ count sales/donations
 - ☐ balance money
 - ☐ give to Unit Treasurer
- Write report to be given to members at monthly meeting

3. CONTACT LIST

- ☐ Post Commander