



# **ALA UNIT 164 PROGRAM GUIDELINES 2025**

## **TRUNK OR TREAT**

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 Date
- ☐ Time
- ☐ Place
- ☐ Budget
- ☐ Committee Chair & Volunteers

**2. ACTION PLAN**

- ☐ Planning Meeting
  - \* Date
  - \* Agenda
  - \* Timeline
  - \* Roles & Responsibilities
  - \* Meeting Minutes
- **August**
  - ☐ Update Calendar
  - ☐ Contact Friends of West Memorial and Post for venue/date/time
  - ☐ Book Fire Truck
  - ☐ Confirm activities (photo booth, tattoos, games etc.)
- **September**
  - ☐ Order Halloween tattoos/giveaways/decorations
  - ☐ Order hay (Jody Castro)
  - ☐ Flyers and advertising of event
  - ☐ Request 4 – 6 student volunteers from the KISD sponsor. Email them the link to the Student Volunteer SignUpGenius
  - ☐ Send out Auxiliary SignUpGenius requesting volunteers
- **October**
  - ☐ Purchase candy and savory giveaways at Sam's
- **Day of**
  - ☐ Setup table with table cloth and branding cloth, photo booth, tattoo station, candy, giveaways etc.
- Write report to be given to members at monthly meeting

**3. CONTACT LIST**

- ☐ Firetruck: Pattie Creel (Commissioner HCESD 48) 281-599-8888(w)  
281-455-8001(c) [pattie.creel@hcesd48.org](mailto:pattie.creel@hcesd48.org)

- Friends of West Memorial: Jennifer Kuhns  
[friends@westmemorial.org](mailto:friends@westmemorial.org)