



ALA UNIT 164 PROGRAM GUIDELINES 2025

WREATHS ACROSS AMERICA

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 & Committee Members

1. ACTION PLAN

- ☐ Planning Meeting
 - * Date
 - * Agenda
 - * Timeline
 - * Roles & Responsibilities
 - * Meeting Minutes
- **August**
 - ☐ Committee Chair and 2nd Vice determine weekends and locations for sponsorship tables and confirm with each location
NB: Pies for Hope dates Sept/Oct and WAA dates Oct/Nov
 - ☐ Update Calendar
 - ☐ Committee Chair update WAA website and continue to monitor and troubleshoot with WAA Admin throughout
 - ☐ 2nd Vice set up separate but coordinated SignUpGenius for WAA Table Sponsorships and Pies for Hope Tables
- **September**
 - ☐ Committee Chair contact Post for Legionnaire assistance with sponsorship tables and ceremony
 - ☐ Committee Chair check with Jordan Mullins that ceremony date is OK plus get list of new veterans' graves
 - ☐ Update flyers and distribute
 - ☐ Committee Chair assign 2 committee members, one to oversee sponsorship tables and one to oversee ceremony
- **October/November/December**
 - Sponsorship Tables Chair
 - ☐ Prepare bags in storeroom for EACH WEEK; each team needs to have:
 - * bank bag with \$30 bank and Deposit Forms
 - * credit card charged Zettle

- * pencils, flyers and clipboards
- * auxiliary brochures, program flyers & membership forms
- * table cloth and ALA poppy branding
- * donation jar
- * flags in sand stand
- * large sign and easel with weights
- * tape
- * at certain locations, tent with weights
- ☐ After each table session
 - * count sales
 - * balance money and wreath count
 - * give to WAA Treasurer
- ☐ Write report to be given to members at monthly meeting
- **October**
 - Ceremony Chair
 - ☐ Committee Chair and Ceremony Chair walk the cemetery and check map for old and new veterans' graves
 - ☐ Set date and time for marking graves (Sunday prior to ceremony at 2PM)
 - ☐ Cleaning up graves (one month after ceremony at 10AM)
 - ☐ Update Calendar
 - ☐ Order flags for "marking the graves" through Unit Treasurer
 - ☐ Assign Education Component to committee member
 - ☐ Assign Volunteers Coordination to committee member
 - ☐ Set up planning meeting with Post
 - Post Responsibilities
 - ☐ Hosts
 - ☐ Chaplain
 - ☐ Guest Speaker
 - ☐ Honored Guests
 - ☐ Honor Wreath Presenters
 - ☐ Honor Guard
 - ☐ Sea Cadets
 - ☐ Sound System
 - ☐ Tables and Chairs
 - ☐ Dumpster
- **November**

- ☐ Week of Nov 1, contact
 - * Katy Youth Choir
 - * Tony Garza (anthem singer)
 - * Photographer
 - * 10 Wreath Bough Presenters
 - * Pledge leader
- ☐ Contact volunteer groups for marking graves, ceremony and cleanup
- ☐ Assign and train table captains
- **December**
 - ☐ Receive, iron and prepare honor wreath packages
 - ☐ Organize Legionnaires and Unit members for wreath delivery
- **Week prior to ceremony**
 - ☐ Carry out “marking the graves” activity on Sunday before ceremony at 2PM
 - ☐ finalize participants,
 - ☐ complete and print programs and reserved signs
 - ☐ update script and send to hosts/chaplain/guest speaker
- **Day of Ceremony**
 - Post Pack list:
 - ☐ 1 – 12 X 12 legion tent
 - ☐ 3- 10 X 10 American flag tents
 - ☐ All tent leg weights
 - ☐ Generator – make sure it runs properly and has gas
 - ☐ All wooden flag stands
 - ☐ All honor wreath easels
 - ☐ All service flags, American flag, Texas flag
 - ☐ Square trash cans and fillers
 - ☐ Podium and tablecloth
 - ☐ 75 chairs from Elks/12 long tables from Elks
 - ☐ SOUND SYSTEM
 - Post Setup
 - ☐ pickup and deliver pack list
 - ☐ setup tent stations and tables (2 on each road)
 - ☐ setup tables & chairs in pavilion
 - ☐ setup flag holders
 - ☐ setup honor wreath easels
 - ☐ distribute wreath boxes to 4 stations

- ☐ podium and tablecloth
- ☐ generator
- ☐ sound system

Post takedown

- ☐ reverse above

Auxiliary Activities

- ☐ captains and helpers check each station
- ☐ start education program
- ☐ start volunteer check-in process
- ☐ set up honor wreaths
- ☐ allocate reserved seats and inform honored guests and presenters
- ☐ start volunteers distributing programs
- ☐ train sea cadets on process for presentation wreaths
- ☐ train honor wreath presenters on process for presentation wreaths
- ☐ assemble and train 10 Wreath Bough Presenters
- ☐ Ceremony Chair communicate to tent captains to go to stations after 21-gun salute
- ☐ Oversee wreath distribution and box cleanup at each station
- ☐ Support cleanup

- **January**

- ☐ Committee Chair organize and contact volunteers for wreath cleanup on Saturday one month after ceremony at 10AM

2. CONTACT LIST

Table Sponsorships

Ace Hardware: Katherine Schneider 832-492-8939 katherine@katyhardware.com

Snappy's: Anna 281-391-8163

Bass Pro: Andy Wohlgemuth 281-644-2200 awohlgemuth@basspro.com

Brookshire Brothers: Kyle 281-391-7029

Wreaths Across America

National Anthem: Tony Garza 281-451-8935

Katy Youth Choir: Meagan 832-940-5717 katyyouthchoir@gmail.com

National Charity League:

Young Men's Service League (Fulshire Branch)