

# UNITE EVENT PLANNING TIMELINE



6-8 WEEKS

- CONFIRM YOUR UNIT'S UNITE BUDGET WITH C3
- ESTABLISH EVENT GOALS & EXPECTATIONS (HAVE FUN, STRENGTHEN COMMUNICATION, BUILD RELATIONSHIPS, BOOST MORALE)
- DETERMINE LOCATION/THEME/ACTIVITIES
- SET EVENT DATE & TIME (BEST TO HAVE A FEW DATE OPTIONS)
- ESTABLISH BACKUP PLAN FOR INCLEMENT WEATHER & REAL WORLD SITUATIONS
- CALL VENDORS TO ESTABLISH PRICING & AVAILABILITY
- PREPARE EVENT PROPOSAL & VENDOR (IF REQUESTED BY C3) TRACKER FOR APPROVAL

4-6 WEEKS

- SUBMIT EVENT PROPOSAL TO C3 FOR REVIEW
- AFTER C3 REVIEW SUBMIT EVENT PROPOSAL FOR CC SIGNATURE
- SUBMIT CC APPROVED PROPOSAL TO C3
- ESTABLISH PLANNING TEAM & ASSIGN RESPONSIBILITIES

3-5 WEEKS

- FINAL APPROVAL RECEIVED FROM C3
- COORDINATE VENUE/ACTIVITY RESERVATIONS
- COORDINATE EQUIPMENT RENTAL RESERVATIONS
- COORDINATE FOOD/BEVERAGE PLAN OR MENU
- CREATE SHOPPING LIST FOR ALL LOCAL SHOPPING TRIPS FORWARD ONLINE SHOPPING CARTS/WISH LIST TO C3 FOR ORDERING FINALIZE VENDOR TRACKER & SUBMIT TO C3
- SEND OUT UNIT INVITES
- PROMOTE EVENT INTERNALLY
- TRACK RSVPS

2-3 WEEKS

- SEND OUT REQUEST FOR VOLUNTEERS
- SCHEDULE SHOPPING TRIPS WITH C3
- FINALIZE "DAY OF" TIMELINE (SETUP / ARRIVALS / ACTIVITIES / MEAL TIME / END TIME / TEARDOWN / VENDOR PICK-UPS / CLEANUP / EQUIPMENT RETURNS)
- ESTABLISH LOGISTICS PLAN (SETUP/TEARDOWN/EVENT LAYOUT)

1-2 WEEKS

- CREATE EVENT SIGNAGE (ACTIVITY INSTRUCTIONS, DIRECTIONAL OR LAYOUT MAPS, TIMELINE OF EVENTS, FOOD & BEVERAGE MENU)
- SEND OUT EVENT REMINDERS TO UNIT MEMBERS
- CONFIRM TEAM MEMBERS/VOLUNTEERS UNDERSTAND RESPONSIBILITIES
- SEND ANY LAST MINUTE UPDATES TO C3

WEEK OF

- SUBMIT FINAL HEADCOUNT TO C3
- ATTEND SCHEDULED APPOINTMENTS W/ C3
- CALL & CONFIRM ALL VENDORS (CONFIRM PICKUP/DROP-OFF TIMES/DELIVERY, EQUIPMENT RENTALS, MENU)
- WORK W/ LEADERSHIP ON ANY BACKUP/RAIN PLAN DECISIONS
- OBTAIN BASE PASS INFO FOR VENDORS & SUBMIT TO SECURITY FORCES SCHEDULE UNITE GROUP PHOTO TIME W/ C3

DAY OF

- ARRIVE ON LOCATION TO DIRECT VOLUNTEERS, TEAM MEMBERS, & VENDORS
- IF NEEDED CHECK MEMBERS INTO EVENT
- TAKE EVENT PHOTOS (ENCOURAGE TEAM MEMBERS TO ALSO TAKE PHOTOS)
- ROUND UP PARTICIPANTS FOR TEAM PHOTO WITH OFFICIAL UNITE BANNER

POST EVENT

- COMPLETE AFTER ACTION REVIEW (AAR)
- SUBMIT AAR & EVENT PHOTOS TO C3 - DUE NLT 5 DAYS POST EVENT

# UNITE EVENT SUPPLIES CHECKLIST



## TABLEWARE

- PLATES (ENTRÉE)
- PLATES (DESSERT)
- UTENSILS
- NAPKINS
- CUPS
- TABLECLOTHS / COVERS

## DECORATIONS

- BANNERS & SIGNAGE
- BALLONS
- DIY DÉCOR ITEMS
- SPECIALTY THEME ITEMS

## FOOD / DRINK

- MAIN DISH
- SIDES (CHIPS, ETC.)
- DESSERT (CUPCAKES/COOKIES)
- CONDIMENTS (KETCHUP, ETC.)
- DRINKS
- SNACKS (POPCORN/CANDY)

## SERVINGWARE

- SERVING DISHES/CHAFERS
- FOIL PANS/TRAYS
- BEVERAGE DISPENSERS/COOLERS
- SERVING UTENSILS
- ALUMINUM FOIL

## MISCELLANEOUS

- TABLES & CHAIRS
- PARTY TENT/COVERS
- AV EQUIPMENT/ SPEAKER
- SUNSCREEN
- TRASH BIN/BIN LINERS
- LIGHTING
- LIGHTER FLUID/LIGHTER
- CHARCOAL/PROPANE
- FOOD PPE (GLOVES, SANITIZER)
- ICE
- PLAYLIST
- CLEANING GEAR / SUPPLIES (PAPER TOWELS, RAGS, ETC.)

# UNITE EVENT VENDOR QUESTIONS



## VENDOR/LOCATION

- IS THE LOCATION AVAILABLE AND WHAT'S THE COST TO RENT THE VENUE FOR MY EVENT'S DATE AND TIME?
- WHAT DOES THE COST OF THE RENTAL INCLUDE? DO YOU EXTEND ANY DISCOUNTS TO MILITARY? DO YOU ACCEPT CREDIT CARD AS A FORM OF PAYMENT?
- WHAT KINDS OF DEPOSITS ARE REQUIRED? ARE ANY DEPOSITS REFUNDABLE?
- WHAT IS YOUR POLICY REGARDING LAST-MINUTE CHANGES OR CANCELLATIONS DUE TO WEATHER OR OTHER UNEXPECTED EVENTS?
- WHO IS MY MAIN CONTACT, PRE-EVENT? WHO IS MY CONTACT THE DAY OF THE EVENT?
- WHAT TIME CAN WE BEGIN SETTING UP? BY WHAT TIME DOES BREAKDOWN NEED TO BE COMPLETE? ARE THERE ANY DECORATION RESTRICTIONS OR LIMITATIONS?
- DO YOU OFFER IN-HOUSE CATERING? CAN YOU SHARE CATERING MENUS AND PRICING?
- IS THERE A FOOD AND BEVERAGE MINIMUM? WHAT HAPPENS IF WE DON'T MEET THE MINIMUM? ARE OUTSIDE FOOD AND BEVERAGES ALLOWED? DOES THIS VENDOR NEED TO BE APPROVED?
- ANY AV EQUIPMENT ON-SITE? ANY COSTS ASSOCIATED FOR USAGE? IS THE LOCATION EQUIPPED WITH POWER & OUTLETS?
- WILL THERE BE AMPLE PARKING?
- WE ARE TAX EXEMPT, HOW WOULD YOU LIKE US TO PROVIDE THE TAX EXEMPT FORM? WHEN IS FINAL PAYMENT DUE? CAN YOU TAKE PAYMENT OVER THE PHONE?

## EQUIPMENT/SERVICE RENTALS

- IS THE EQUIPMENT/SERVICE AVAILABLE AND WHAT'S THE COST FOR MY EVENT'S DATE AND TIME?
- DO YOU EXTEND ANY DISCOUNTS TO MILITARY?
- DO YOU HAVE ANY EQUIPMENT/SERVICE RECOMMENDATIONS THAT FIT THE THEME OF OUR EVENT?
- DO YOU ACCEPT CREDIT CARD AS A FORM OF PAYMENT?
- HOW LONG IS THE RENTAL PERIOD? WHEN IS PICKUP AND DROP OFF? DELIVERY/SETUP AND PICKUP? WILL YOUR STAFF BE ON-SITE DURING THE EVENT?
- WHAT'S YOUR POLICY REGARDING LAST-MINUTE CHANGES OR CANCELLATIONS DUE TO WEATHER OR OTHER UNEXPECTED EVENTS?
- WHAT KINDS OF DEPOSITS ARE REQUIRED? ARE ANY DEPOSITS REFUNDABLE?
- WE ARE TAX EXEMPT, HOW WOULD YOU LIKE US TO PROVIDE THE TAX EXEMPT FORM?
- WHEN IS FINAL PAYMENT DUE? CAN YOU TAKE PAYMENT OVER THE PHONE?

## FOOD/BEVERAGE VENDORS

- DO YOU HAVE ANY FOOD/DRINK OPTIONS THAT FIT OUR BUDGET? DO YOU HAVE ANY FOOD/DRINK RECOMMENDATIONS?
- DO YOU EXTEND ANY DISCOUNTS TO MILITARY?
- DO YOU ACCEPT CREDIT CARD AS A FORM OF PAYMENT? WHAT KINDS OF DEPOSITS ARE REQUIRED?
- WHEN DO WE NEED THE FINAL HEAD COUNT / WHAT IS THE LAST POSSIBLE DATE FOR ANY CHANGES?
- WILL YOU OR CAN YOU PROVIDE CONDIMENTS AND PAPER PRODUCTS?
- CAN YOU DELIVER? HOW EARLY CAN WE PICK UP?
- WE ARE TAX EXEMPT, HOW WOULD YOU LIKE US TO PROVIDE THE TAX EXEMPT FORM?
- WHEN IS FINAL PAYMENT DUE? CAN YOU TAKE PAYMENT OVER THE PHONE?