



# UNITE EVENT PLANNING TIMELINE

DATE

NOTES

**6-8 WEEKS**

- CONFIRM YOUR UNITS UNITE BUDGET W/ 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 TRACKER FOR APPROVAL

**4-6 Weeks**

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

## RECEIVED FINAL APPROVAL

**3-5 Weeks**

- 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 REQUESTS FOR VOLUNTEERS
- SCHEDULE SHOPPING TRIPS W/ C3
- FINALIZE "DAY OF" TIMELINE (SETUP/ARRIVALS/ACTIVITIES/MEAL TIME/END TIME/TEARDOWN/VENDOR PICKUPS/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 W/ OFFICAL UNITE BANNER

**Post Event**

- COMPLETE & SUBMIT AAR & EVENT PHOTOS TO C3 - DUE NLT 5 DAYS POST EVENT
- FILL OUT ICE COMMENT CARD



# UNITE EVENT SUPPLIES CHECKLIST

## TABLEWARE

PLATES (ENTREE)  
PLATES (DESSERT)  
UTENSILS  
NAPKINS  
CUPS  
TABLECLOTHS/COVERS

## DECORATIONS

BANNERS & SIGNAGE  
BALLOONS  
DIY DECOR ITEMS  
SPECIALTY THEME ITEMS

## FOOD / DRINK

MAIN DISH  
SIDES (CHIPS ETC..)  
DESSERT (CUPCAKES/COOKIES)  
CONDIMENTS  
(KETCHUP/MUSTARD/BBQ)  
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/PORTABLE SPEAKER  
SUNSCREEN  
TRASH/TRASH BAGS  
LIGHTING

LIGHTER FLUID/LIGHTER  
CHARCOAL/PROPANE  
FOOD PPE (GLOVES, SANITIZER)  
ICE  
PLAYLIST  
CLEANING GEAR/SUPPLIES



# VENDOR QUESTIONS

## YOU SHOULD CONSIDER ASKING

### VENUE/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 RECOMMENDATIONS?
- DO YOU ACCEPT CREDIT CARD AS A FORM OF PAYMENT? DO YOU EXTEND ANY DISCOUNTS TO MILITARY?
- 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?