**Areas of Responsibilities (AOR’s) – (click on underlined items below to view details)**

[**Organizational Chart**](#OrganizationalChart)

[**Sponsorship Matrix**](#SponsorshipMatrix)

[**Budget for 2017 Oklahoma Reunion**](#Budget)

|  |  |  |
| --- | --- | --- |
| **#** | **Area of Responsibility (AOR)** | **Team Leader** |
|  | [**Registration/Finances**](#RegistrationFinances) | **Jerry Cooper** |
|  | **[Hotels](#Hotels)** | **Kimberly Hubbard** |
|  | [**Hospitality Room**](#HospitalityRoom) | **TBA** |
|  | [**Banquet**](#Banquet) | **TBA** |
|  | [**Vendor’s Area**](#VendorsArea) | **TBA** |
|  | [**Meeting Rooms**](#MeetingRooms) | **TBA** |
|  | [**Transportation**](#Transportation) | **Kimberly Hubbard** |
|  | [**Special Activities**](#SpecialActivities) | **TBA** |
|  | [**Public Relations**](#PublicRelations) | **Tim Austin** |
|  | [**Fund Raising**](#FundRaising) | **Bob Allen** |

|  |
| --- |
| **2017 Oklahoma Reunion Staff** |
| **Proposed Organization Chart** |
| Reunion Chairman Tim Austin  |
|  |  |
| Assistant ChairmanJerry Cooper  |

Registration/Finances

Hospitality Room

Vendor Tables

Hotels

K

Banquet

Transportation

Tours/Special

Events

Fund Raising

Public

Affairs/Marketing



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Sponsorship Matrix** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Sponsorship Benefit** | **Blue Star** | **Gold Star** | **Silver Star** | **Purple Heart** | **Veterans** | **Hospitality Room** | **Banquet** | **Basic** |
| **Sponsorship** | **Sponsorship** | **Sponsorship** | **Sponsorship** | **Sponsorship** | **Sponsorship** | **Sponsorship** | **Sponsorship** |
| **Donation** |  **$ 15,000**  |  **$ 10,000**  |  **$ 7,500**  |  **$ 5,000**  |  **$ 2,500**  |  **$ 1,000**  |  **$ 500**  |  **$ 250**  |
|  |  |  |  |  |  |  |  |  |
| **Program Ad** | **full page** | **3/4 page** | **1/2 page** | **1/4 page** | **1/8 page** | **1/16 page** | **1/32 page** | **List of Sponsors** |
|  |  |  |  |  |  |  |  |  |
| **Name & Logo on all Signage** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** |
|  |  |  |  |  |  |  |  |  |
| **Banquet Table** | **10 people** | **8 people** | **6 people** | **5 people** | **4 people** | **3 people** | **2 people** | **1 person** |
|  |  |  |  |  |  |  |  |  |
| **President' Reception** | **10 people** | **8 people** | **6 people** | **5 people** | **4 people** | **3 people** | **2 people** | **1 person** |
|  |  |  |  |  |  |  |  |  |
| **Reunion Challenge Coin** | **10 coins** | **8 coins** | **6 coins** | **5 coins** | **4 coins** | **3 coins** | **2 coins** | **1 coin** |
|  |  |  |  |  |  |  |  |  |
| **Display Table in Vendor's Area** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** |
|  |  |  |  |  |  |  |  |  |
| **Framed Certificate of Appreciation** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** |
|  |  |  |  |  |  |  |  |  |
| **Tax Deduction Letter** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Registration/Finances Tasks (Team Leader- Jerry Cooper)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **7/11/16** | **7/12/16** | **Create & email Survey for 2017 Oklahoma Reunion to Association Members** |
|  | **7/15/16** | **7/15/16** | **Use survey results to help plan Tours/Special Activities** |
|  | **7/16/16** | **7/16/16** | **Create 2017 Oklahoma Reunion 3-ring notebook for reunion documents** |
|  | **7/18/16** | **7/18/16** | **Create 2017 Oklahoma Reunion Proposed Team Planning Organizational Chart** |
|  | **7/26/16** | **7/28/16** | **Create 2017 Oklahoma Reunion Planning Guide workbook** |
|  | **7/21/16** | **7/22/16** | **Locate & purchase internet project planning software** |
|  | **7/5/16** | **7/7/16** | **Create 2017 Oklahoma Reunion Event on Sky Soldier website** |
|  | **7/8/16** | **7/8/16** | **Create & post online & mail-in “2017 Reunion Registration Form” on website** |
|  | **7/11/16** | **7/11/16** | **Create & post “2017 Reunion List of Registrants” webpage on Sky Soldier website** |
|  | **7/12/16** | **7/12/16** | **Create & post “2017 Reunion Hotels” webpage on Sky Soldier website** |
|  | **7/13/16** | **7/13/16** | **Create & post “2017 Reunion Schedule” webpage on Sky Soldier website** |
|  | **7/14/16** | **7/14/16** | **Create & post “2017 Reunion Local Attractions” webpage on Sky Soldier website** |
|  | **7/15/16** | **7/15/16** | **Create & post “Fort Sill, OK Bus Tour” webpage on Sky Soldier website** |
|  | **7/16/16** | **7/16/16** | **Create & post “Form 118a Visitors Pass to Fort Sill” on Sky Soldier website** |
|  | **7/8/16** | **7/8/16** | **Request 2017 Oklahoma Reunion Coordinator Tim Austin schedule a meeting for prospective Reunion Staff Members** |
|  | **7/15/16** | **7/15/16** | **Develop Status Report handout for meeting of prospective Reunion staff members** |
|  | **7/16/16** | **7/16/16** | **Plan & give Status Report briefing to prospective Reunion Staff Members** |
|  | **10/1/16** |  | **Order at least 500 Badge Holders for estimated 2017 Oklahoma Reunion Attendees** |
|  | **4/1/17** |  | **Order brochures to insert into goodie bags** |
|  | **10/1/16** |  | **Order goodie bags for 500 estimated reunion attendees** |
|  | **4/15/17** |  | **Insert brochures into goodie bags** |
|  | **4/1/17** |  | **Develop tickets/passes to Banquet, Hospitality Room & Special Activities** |
|  | **5/1/17** |  | **Print attendees nametags to be inserted into badge holders** |
|  | **5/5/17** |  | **Insert attendee name tags into badge holders** |
|  | **5/6/17** |  | **Insert special activity tickets into goody bags** |
|  | **5/10/17** |  | **Print & email 2017 Oklahoma Reunion Financial Reports to Board of Directors** |
|  | **5/15/17** |  | **Print List of 2017 Oklahoma Reunion Registrants** |
|  | **5/15/17** |  | **Set up Registration Area in Sheraton Hotel** |
|  | **5/16/17** |  | **Start Registering attendees & hand out goodie bags** |
|  | **5/20/17** |  | **Close Registration Area** |
|  | **6/1/2017** |  | **Prepare After Action Report for Registration Team** |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Hotels (Team Leader- Kimberly Hubbard)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **7/5/16** |  | **Secure contract with Renaissance Hotel for 225 rooms from Wed 5/17/2017 to Sun 5/21/2017** |
|  | **7/5/16** |  | **Secure contract with Sheraton Hotel for 225 rooms from Wed 5/17/2017 to Sun 5/21/2017** |
|  | **7/6/16** | **8/5/16** | **Submit list of required meeting rooms to Sheraton Hotel with number of people, seating arrangement, times and dates** |
|  | **8/1/16** | **8/5/16** | **Get weekly reports from Renaissance Hotel on room reservations** |
|  | **8/1/16** | **8/5/16** | **Get weekly reports from Sheraton Hotel on room reservations** |
|  | **8/3/16** | **8/5/16** | **Request meeting room at Sheraton Hotel for Reunion Staff meetings on 2nd Saturday in each month from 9:00 AM to noon** |
|  | **8/13/16** |  | **Meet with 2017 Oklahoma Reunion Staff & conduct briefing** |
|  | **9/10/16** |  | **Meet with 2017 Oklahoma Reunion Staff & conduct briefing** |
|  | **9/10/16** |  | **Meet with Renaissance Sales manager & tour the hotel premises** |
|  | **9/10/16** |  | **Meet with Sheraton Sales Manager & tour the hotel premises** |
|  | **1/14/17** |  | **Meet with both hotel staffs & 2017 Oklahoma Reunion Staff** |
|  | **5/1/17** |  | **Select Banquet menu & number of attendees to Renaissance Hotel** |
|  | **5/10/17** |  | **Select Gold Star luncheon menu to Sheraton Hotel with number of attendees** |
|  | **5/10/17** |  | **Select Ladies luncheon menu to Sheraton Hotel with number of attendees** |
|  | **5/10/17** |  | **Submit number of attendees for Banquet to Renaissance Hotel** |
|  | **5/17/2017** |  | **Attend 2017 Oklahoma Reunion & oversee hotel activities, meet with Chapter 1 President to plan 2018 Reunion** |
|  | **6/1/17** |  | **Prepare After Action Report for Hotel Team** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Hospitality Room (Team Leader- XXXXXXXXXXXXXXXXXXX)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **5/1/17** |  | **Solicit donated supplies from Walmart stores (paper plates, paper bowls, paper cups, napkins, paper towels, plastic silverware, etc.)** |
|  | **5/1/17** |  | **Solicit donated soft drinks from Walmart stores** |
|  | **5/1/17** |  | **Solicit bottled water from Walmart stores** |
|  | **5/1/17** |  | **Solicit donated snacks from Walmart Stores (chips, peanuts, etc.)** |
|  | **5/1/17** |  | **Solicit donated supplies from Sam’s stores (paper plates, paper bowls, napkins, paper towels, plastic silverware, etc.)** |
|  | **5/1/17** |  | **Solicit donated soft drinks from Sam’s stores** |
|  | **5/1/17** |  | **Solicit bottled water from Sam’s stores** |
|  | **5/1/17** |  | **Solicit donated supplies from Sam’s stores (paper plates, paper bowls, napkins, paper towels, plastic silverware, etc.)** |
|  | **5/1/17** |  | **Solicit donated beer from local beer distributors** |
|  | **5/1/17** |  | **Solicit donated coffee supplies from local coffee distributors (coffee, coffee urns, sugar, artificial sweeteners, creamer, stir sticks, etc.)** |
|  | **5/1/17** |  | **Solicit donated doughnuts and rolls from local donut shops** |
|  | **5/1/17** |  | **Solicit donated cold cut sandwiches, pretzels, etc., from local deli shops** |
|  | **5/13/17** |  | **Purchase any needed refreshment, supplies, etc., for hospitality room** |
|  | **5/16/17** |  | **Order ice and water from Sheraton Hotel staff daily** |
|  | **5/16/17** |  | **Set out refreshments & supplies in Hospitality Room** |
|  | **5/16/17** |  | **Open up Hospitality Room at 8:00 AM and close at 11:00 PM daily from Tuesday 5/16/17 to Sat 5/20/17** |
|  | **5/16/17** |  | **Have appointed Chapter 18 Members check attendees Hospitality Room passes before admittance** |
|  | **6/1/17** |  | **Prepare After Action Report for Hospitality Room Team** |
|  |  |  |  |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Banquet (Team Leader- XXXXXXXXXXXXXXXXXXX)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **8/1/16** |  | **Contract with Renaissance Hotel for Banquet for Saturday 5/20/2016** |
|  | **9/1/16** |  | **Banquet Team Leader will be Banquet Emcee** |
|  | **10/1/16** |  | **Select Banquet Emcee** |
|  | **11/1/16** |  | **Invite banquet guest speaker** |
|  | **11/15/16** |  | **Make hotel reservation & transportation arrangements for guest speaker** |
|  | **3/15/17** |  | **Arrange for Color Guard** |
|  | **4/1/17** |  | **Prepare input for Banquet program** |
|  | **4/1/17** |  | **Send program to PR/Marketing Team Leader for printing & insertion into goodie bags** |
|  | **4/1/17** |  | **Select banquet menu** |
|  | **4/10/17** |  | **Assign people to head table (Key Speaker & guest; Emcee & guest; Reunion Chairman & guest; Association President & guest; Association Chaplain & guest)** |
|  | **4/10/17** |  | **Assign table to Color Guard & their guests** |
|  | **4/10/17** |  | **Assign table to MOH attendees & their guests** |
|  | **4/10/17** |  | **Assign tables to Reunion Supporters & their guests** |
|  | **4/15/17** |  | **Prepare large poster of seating chart by tables** |
|  | **4/25/17** |  | **Assign Chapter 18 Members to inspect Banquet admission tickets at door of banquet** |
|  | **5/1/17** |  | **Request 173d Airborne colors to be brought to the reunion** |
|  | **5/1/17** |  | **Request Photographer & Chapter 30 Member Lester Yeargin to provide DVD or USB drive of photos to be displayed at banquet** |
|  | **5/10/17** |  | **Request a missing man table & items be set up** |
|  | **5/10/17** |  | **Request colors from Renaissance hotel staff** |
|  | **5/10/17** |  | **Request number of Reunion Registrations from Registration Team Leader Cooper** |
|  | **5/10/17** |  | **Schedule audio/visual equipment for banquet with Renaissance Hotel****Microphone, projector, large screen, etc. to display previous reunion pictures during banquet** |
|  | **5/10/17** |  | **Revise number of dinners as needed** |
|  | **5/12/17** |  | **Submit number of banquet meals required to Renaissance Hotel** |
|  | **5/15/17** |  | **Assign toasters** |
|  | **5/15/17** |  | **Prepare list of Politicians & their guests to be recognized at banquet** |
|  | **5/15/17** |  | **Prepare list of Reunion Sponsors & their guests to be recognized at banquet** |
|  | **5/15/17** |  | **Prepare list of VIP’s & their guests to be recognized at banquet** |
|  | **5/15/17** |  | **Prepare special name tags for Color Guard & their guests** |
|  | **5/15/17** |  | **Prepare special name tags for Head Table attendees & their guests** |
|  | **5/15/17** |  | **Prepare special name tags for Politicians & their guests** |
|  | **5/15/17** |  | **Prepare special name tags for Reunion Sponsors & their guests** |
|  | **5/15/17** |  | **Prepare special name tags for VIP’s & their guests** |
|  | **5/15/17** |  | **Prepare written toasts for the banquet** |
|  | **5/18/17** |  | **Load prior year photos onto DVD or USB drive to show at banquet** |
|  | **5/20/17** |  | **Hang banners for key Sponsors on banquet room walls** |
|  | **5/20/17** |  | **Introduce attending MOH winners & their guests at the banquet** |
|  | **5/20/17** |  | **Rehearse Color Guard in presenting and withdrawing colors** |
|  | **5/20/17** |  | **Rehearse Emcee presentation** |
|  | **5/20/17** |  | **Start the banquet on time and stick to the banquet agenda published in the program** |
|  | **6/1/17** |  | **Prepare After Action Report for Banquet Team** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Vendor’s Area (Team Leader- XXXXXXXXXXXXXXXXXXX)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **10/1/16** |  | **Develop pricing schedule for Vendors Area** |
|  | **10/15/16** |  | **Develop written SOP for Vendors area** |
|  | **4/1/17** |  | **Send email invitations to prospective Vendors** |
|  | **5/10/17** |  | **Get list of Vendor Registrants from Registration Team Leader** |
|  | **5/10/17** |  | **Give Sheraton Hotel Staff room layout for Vendors area based on registered Vendors** |
|  | **5/16/17** |  | **Conduct walk thru inspection of Vendors Area room layout** |
|  | **5/16/17** |  | **Check in paid Vendor registrants & show them their respective rented tables** |
|  | **5/16/17** |  | **Open Vendors Area daily at 8:00 AM** |
|  | **5/16/17** |  | **Close Vendors Area daily at 6:00 PM** |
|  | **5/16/17** |  | **Oversee & supervise Vendors Area on daily basis** |
|  | **6/1/17** |  | **Prepare After Action Report for Vendors Area Team** |
|  |  |  |  |
|  |  |  |  |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Meeting Rooms (Team Leader- XXXXXXXXXXXXXXXXXXX)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **8/5/16** |  | **Submit request to Sheraton Hotel for meeting rooms (Hospitality Room, Vendors Room, Board of Directors meeting room, General Membership meeting room, Ladies Luncheon meeting room & Gold Star Luncheon meeting room** |
|  | **8/5/16** |  | **Submit request to Renaissance Hotel for Banquet Room at the Cox Convention Center** |
|  | **8/13/16** |  | **Conduct walk thru inspection of meeting rooms at the Sheraton Hotel following the Reunion Staff meeting** |
|  | **8/13/16** |  | **Conduct walk thru inspection of Banquet room at the Cox Convention Center following the Reunion Staff meeting** |
|  | **4/15/17** |  | **Submit Audio/Visual equipment order to the Sheraton Hotel for the Board of Directors Meeting scheduled for Friday afternoon 5/19/17 (microphone, audio/visual cart, extension cord and projection screen)** |
|  | **4/15/17** |  | **Submit Audio/Visual equipment order to the Sheraton Hotel for the General Membership Meeting scheduled for Saturday morning 5/20/17 (microphone, audio/visual cart, extension cord and large projection screen)** |
|  | **4/15/17** |  | **Submit Audio/Visual equipment order to the Renaissance Hotel for the Banquet scheduled for Saturday evening 5/20/17 in the Cox Convention Center (microphone, audio/visual cart, extension cord and large projection screen)** |
|  | **5/5/17** |  | **Request number of Ladies Luncheon registrants from Registration Team** |
|  | **5/5/17** |  | **Request number of Gold Star Luncheon registrants from Registration Team** |
|  | **5/5/17** |  | **Request number of Reunion registrants from Registration Team** |
|  | **5/5/17** |  | **Submit menu selection to Sheraton Hotel for the Ladies Luncheon** |
|  | **5/5/17** |  | **Submit menu selection to Sheraton Hotel for the Gold Star Luncheon** |
|  | **5/5/17** |  | **Submit menu selection to Renaissance Hotel for the Banquet** |
|  | **5/10/17** |  | **Submit final headcount to Sheraton Hotel for the Ladies Luncheon** |
|  | **5/10/17** |  | **Submit final headcount to Sheraton Hotel for the Gold Star Luncheon** |
|  | **5/10/17** |  | **Submit final headcount to Renaissance Hotel for the Banquet** |
|  | **5/16/17** |  | **Deliver signage to Renaissance Hotel to hang in Banquet room at the Cox Convention Center** |
|  | **5/19/17** |  | **Conduct walk thru inspection thru the Board of Directors meeting room in the Sheraton Hotel to verify room layout is correct and test ordered audio/visual equipment to make sure it works properly** |
|  | **5/19/17** |  | **Conduct walk thru inspection thru the Ladies Luncheon meeting room in the Sheraton Hotel to verify room layout is correct** |
|  | **5/20/17** |  | **Conduct walk thru inspection thru the Gold Star Luncheon meeting room in the Sheraton Hotel to verify room layout is correct** |
|  | **5/20/17** |  | **Conduct walk thru inspection thru the General Membership meeting room in the Sheraton Hotel to verify room layout is correct and test ordered audio/visual equipment to make sure it works properly** |
|  | **5/20/17** |  | **Conduct walk thru inspection thru the Banquet room in the Cox Convention Center to verify room layout is correct and test ordered audio/visual equipment to make sure it works properly** |
|  | **6/1/17** |  | **Prepare After Action Report for the Meeting Rooms Team** |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Transportation** **(Team Leader- Kimberly Hubbard)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **4/1/17** |  | **Order at least 500 downtown Bus route maps from EMBARK to be inserted into attendees goodie bags** |
|  | **4/1/17** |  | **Tim Austin will submit completed “Form 118a Access to Ft Sill” applications to Ft Sill** |
|  | **4/10/17** |  | **Request number of Registrants from Registration Team Leader for Fort Sill Bus Tour** |
|  | **4/10/17** |  | **Request number of Registrants from Registration Team Leader for National Cowboy & Western Heritage Museum Tour** |
|  | **4/10/17** |  | **Request number of Registrants from Registration Team Leader for 45th Infantry Division Museum Tour** |
|  | **4/15/17** |  | **Contract with bus company for Fort Sill Bus Tour for all day Thursday 5/18/2017** |
|  | **4/15/17** |  | **Contract with bus company for National Cowboy & Western Heritage Museum Tour for Friday morning 5/19/2014** |
|  | **4/15/17** |  | **Contract with bus company for 45th Infantry Division Museum Tour for Friday afternoon 5/19/2014** |
|  | **4/25/17** |  | **Contact Oklahoma City EMBARK & request they set up table in Registration Area from 7:00 AM to 5:00 PM daily from Tuesday 5/16/2017 to Saturday 5/20/2017 to hand out maps & sell bus tickets unlimited passes (daily, 7 day, 30 day)** |
|  | **4/25/17** |  | **Contact Oklahoma City Spokies & request they set up table in Registration Area from 7:00 AM to 5:00 PM daily from Tuesday 5/16/2017 to Saturday 5/20/2017 to hand out maps & sell bike tickets.** |
|  | **4/25/17** |  | **Contact Oklahoma City Modern Streetcar/Transit & request they set up table in Registration Area from 7:00 AM to 5:00 PM daily from Tuesday 5/16/2017 to Saturday 5/20/2017 to hand out maps & sell streetcar passes.** |
|  | **5/1/17** |  | **Tim Austin will appoint one Chapter 18 Member as a Guide for each Ft Sill Tour Bus**  |
|  | **5/1/17** |  | **Tim Austin will appoint one Chapter 18 Member as a Guide for each National Cowboy & Western Heritage Museum Tour Bus**  |
|  | **5/1/17** |  | **Tim Austin will appoint one Chapter 18 Member as a Guide for each 45th Infantry Division Museum Tour Bus**  |
|  | **5/18/17** |  | **Each Guide will check off Fort Sill registrants on their respective list as registrants board buses at hotels before departing from Oklahoma City & again before departing Fort Sill to return to Oklahoma City hotels** |
|  | **5/19/17** |  | **Each Guide will check off National Cowboy & Western Heritage Museum Tour registrants on their respective list as registrants board buses at hotels before departing from Oklahoma City hotels & again before departing the National Cowboy & Western Heritage Museum to return to Oklahoma City hotels** |
|  | **5/19/17** |  | **Each Guide will check off 45th Infantry Division Museum Tour registrants on their respective list as registrants board buses at hotels before departing from Oklahoma City hotels & again before departing the 45th Infantry Division Museum to return to Oklahoma City hotels** |
|  | **6/1/17** |  | **Prepare After Action Report for Transportation Team** |
|  |  |  |  |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Special Activities (Team Leader- XXXXXXXXXXXXXXXXXXX)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **4/10/17** |  | **Use survey results to help plan Tours/Special Activities** |
|  | **4/10/17** |  | **Order brochures for local Oklahoma City attractions from Oklahoma City's Visitors Bureau to be inserted into attendees goodie bags** |
|  | **4/10/17** |  | **Contact Oklahoma City National Memorial & Museum and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact National Cowboy & Western Heritage Museum and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact 45th Infantry Division Museum and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Chickasaw Bricktown Ballpark and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Myriad Botanical Gardens and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Oklahoma City Museum of Art and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Oklahoma City Zoo and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Oklahoma History Center and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Bricktown Brewery and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact National Softball Hall of Fame and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact White Water Bay and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Comedy Clubs and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Oklahoma Firefighters Museum and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Oklahoma State Capital and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Science Museum of Oklahoma and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **4/10/17** |  | **Contact Room Escape Games and negotiate for a discounted admission for 173rd Airborne Brigade veterans** |
|  | **5/10/17** |  | **Insert local attractions brochures into goodie bags** |
|  | **5/10/17** |  | **Request Oklahoma City Visitors Bureau set up and maintain a rack of local attraction brochures in Registration area from Tuesday 5/16/17 thru Saturday 5/20/17** |
|  | **6/1/17** |  | **Prepare an After Action Report for Special Activities Team** |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Public Relations (Team Leader- Tim Austin)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **9/5/16** |  | **Schedule meeting with Oklahoma Governor‘s office to request Welcome Letter for Reunion Program** |
|  | **9/5/16** |  | **Schedule meeting with Oklahoma City Mayor‘s office to request Welcome Letter for Reunion Program** |
|  | **3/5/17** |  | **Prepare & mail Banquet Invitations to Oklahoma Politicians (Governor, Ok City Mayor, Oklahoma US Senators and Oklahoma US Congressman)** |
|  | **3/5/17** |  | **Prepare & mail Banquet Invitations to Oklahoma Entertainers (Toby Keith, Garth Brooks, Reba McIntire, Carrie Underwood, Vince Gill, etc.)** |
|  | **3/5/17** |  | **Prepare & mail Banquet Invitations to Oklahoma Celebrities (OU Football Coach Bob Stoops, former OU Coach Barry Switzer, OU President David Boren, OSU Football Coach Mike Gundy, OSU President Burns Hargis, etc.)** |
|  | **3/5/17** |  | **Prepare & mail Banquet Invitations to living 173rd Airborne Brigade MOH recipients** |
|  | **4/25/17** |  | **Get Banquet key note speaker’s bio** |
|  | **4/25/17** |  | **Schedule & pay for the attending MOH recipients round trip airfare** |
|  | **4/25/17** |  | **Reserve a room at the Sheraton Hotel for the attending MOH recipients** |
|  | **4/25/17** |  | **Schedule & pay for key note speaker’s round trip airfare** |
|  | **4/25/17** |  | **Reserve a room at the Sheraton Hotel for the key note speakers** |
|  | **5/5/17** |  | **Schedule for a local professional photographer to take pictures at the Banquet** |
|  | **5/10/17** |  | **Give a list of attending Oklahoma Politicians to Banquet Team to prepare name tags, add to table seating chart and add to list of introductions at Banquet** |
|  | **5/10/17** |  | **Give a list of attending Oklahoma Entertainers to Banquet Team to prepare name tags, add to table seating chart and add to list of introductions at Banquet** |
|  | **5/10/17** |  | **Give a list of attending Oklahoma Celebrities to Banquet Team to prepare name tags, add to table seating chart and add to list of introductions at Banquet** |
|  | **5/10/17** |  | **Give a list of attending MOH Recipients to Banquet Team to prepare name tags, add to table seating chart and add to list of introductions at Banquet** |
|  | **5/10/17** |  | **Invite a photographer from the Daily Oklahoman newspaper to attend banquet and cover the event**  |
|  | **5/10/17** |  | **Invite the local Oklahoma TV stations to attend banquet and cover the event** |
|  | **5/10/17** |  | **Arrange for the Reunion Program to be printed** |
|  | **5/11/17** |  | **Insert the Reunion program in the attendee goodie bags**  |
|  | **5/11/17** |  | **Schedule 173d Airborne Brigade Association to take pictures at Reunion to be published in the Sky Soldier quarterly magazine & on the Sky Soldier’s website** |
|  | **5/20/17** |  | **Appoint Chapter 18 Members to pass out Banquet Programs at door to attendees** |
|  | **6/1/17** |  | **Prepare After Action Report for the Public Relations Team** |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

1. **Fund Raising (Team Leader- Bob Allen)**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Target Date** | **Date Completed** | **Task** |
|  | **8/4/16** |  | **Create a Sponsorship Matrix of various sponsorship level and benefits** |
|  | **9/1/16** |  | **Solicit Donations from Oklahoma City Businesses** |
|  | **9/1/16** |  | **Solicit Donations from Oklahoma City Individuals** |
|  | **9/7/16** |  | **Submit grant application to USAA Financial Bank for Donation to support reunion** |
|  | **6/1/17** |  | **Prepare After Action Report for Fund Raising Team** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget for 2017 Ok City Reunion** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Projected Number of Attendees** |
|  |  |  | **300** | **400** | **500** | **600** | **700** | **800** | **900** |  **1,000**  |
| **Revenues** | **Fee** |  |  |  |  |  |  |  |  |
| **Fixed Revenues** |  |  |  |  |  |  |  |  |  |
|  | Vendor Tables |  $ 250.00  |  |  |  |  |  |  |  |  |
|  | Donations/Sponsorships |  |  |  |  |  |  |  |  |  |
| **Variable Revenues** |  |  |  |  |  |  |  |  |  |
|   | Registration Fee |  $ 99.00  |  $ 29,700  |  $ 39,600  |  $ 49,500  |  $ 59,400  |  $ 69,300  |  $ 79,200  |  $ 89,100  |  $ 99,000  |
|  | **Total Revenues** |  |  **$ 29,700**  |  **$ 39,600**  |  **$ 49,500**  |  **$ 59,400**  |  **$ 69,300**  |  **$ 79,200**  |  **$ 89,100**  |  **$ 99,000**  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Expenses** | **Unit Cost** |  |  |  |  |  |  |  |  |
| **Fixed Expenses** |  |  |  |  |  |  |  |  |  |
|  | Audio/Visual Equipment Rental |  $ 500  |  $ 500  |  $ 500  |  $ 500  |  $ 500  |  $ 500  |  $ 500  |  $ 500  |  $ 500  |
|  | Meeting Rooms Set-up Charge |  $ 1,200  |  $ 1,200  |  $ 1,200  |  $ 1,200  |  $ 1,200  |  $ 1,200  |  $ 1,200  |  $ 1,200  |  $ 1,200  |
|  | Liability Insurance |  $ 1,000  |  $ 1,000  |  $ 1,000  |  $ 1,000  |  $ 1,000  |  $ 1,000  |  $ 1,000  |  $ 1,000  |  $ 1,000  |
|  | Reunion Staff T-Shirts- 10 staffers |  $ 15  |  $ 150  |  $ 150  |  $ 150  |  $ 150  |  $ 150  |  $ 150  |  $ 150  |  $ 150  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Budget continued** |  | **Projected Number of Attendees** |
|  |  |  | **300** | **400** | **500** | **600** | **700** | **800** | **900** |  **1,000**  |
| **Variable Expenses** |  |  |  |  |  |  |  |  |  |
|  | Banquet Meal per person |  $ 45  |  $ 13,500  |  $ 18,000  |  $ 22,500  |  $ 27,000  |  $ 31,500  |  $ 36,000  |  $ 40,500  |  $ 45,000  |
|  | Hospitality Room per person |  $ 30  |  $ 9,000  |  $ 12,000  |  $ 15,000  |  $ 18,000  |  $ 21,000  |  $ 24,000  |  $ 27,000  |  $ 30,000  |
|  | Name Tags |  $ 4  |  $ 1,200  |  $ 1,600  |  $ 2,000  |  $ 2,400  |  $ 2,800  |  $ 3,200  |  $ 3,600  |  $ 4,000  |
|  | Printing Costs- Reunion Program |  $ 2.50  |  $ 750  |  $ 1,000  |  $ 1,250  |  $ 1,500  |  $ 1,750  |  $ 2,000  |  $ 2,250  |  $ 2,500  |
|  | Printing Costs- Banquet Program |  $ 0.50  |  $ 150  |  $ 200  |  $ 250  |  $ 300  |  $ 350  |  $ 400  |  $ 450  |  $ 500  |
|  | Misc. Expenses |  $ 5.00  |  $ 1,500  |  $ 2,000  |  $ 2,500  |  $ 3,000  |  $ 3,500  |  $ 4,000  |  $ 4,500  |  $ 5,000  |
|  | **Total Expenses** |  |  **$ 26,100**  |  **$ 34,800**  |  **$ 43,500**  |  **$ 52,200**  |  **$ 60,900**  |  **$ 69,600**  |  **$ 78,300**  |  **$ 87,000**  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Net Profit (Loss)** |  |  **$ 3,600**  |  **$ 4,800**  |  **$ 6,000**  |  **$ 7,200**  |  **$ 8,400**  |  **$ 9,600**  |  **$ 10,800**  |  **$ 12,000**  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Split of Net Profits** |  |  |  |  |  |  |  |  |  |
|  | **National's Share** | **50%** |  **$ 1,800**  |  **$ 2,400**  |  **$ 3,000**  |  **$ 3,600**  |  **$ 4,200**  |  **$ 4,800**  |  **$ 5,400**  |  **$ 6,000**  |
|  | **Chapter 18's Share** | **50%** |  **$ 1,800**  |  **$ 2,400**  |  **$ 3,000**  |  **$ 3,600**  |  **$ 4,200**  |  **$ 4,800**  |  **$ 5,400**  |  **$ 6,000**  |

[**Click here to return to Table of Contents**](#AreasofResponsibilities)