

2017 Oklahoma Reunion Planning Guide as of November 13, 2016

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

[Organizational Chart](#)

[Sponsorship Matrix](#)

[Budget for 2017 Oklahoma Reunion](#)

#	Area of Responsibility (AOR)	Team Leader
1.	Registration/Finances	Jerry Cooper/Richard Perez
2.	Hotels	Kimberly Hubbard
3.	Hospitality Room	George Tabor/Derrick Gibson
4.	Banquet	Jerry Cooper
5.	Vendor's Area	Don Walton
6.	Meeting Rooms	Jerry Cooper
7.	Transportation	Derrick Gibson/John Love
8.	Special Activities	TBA
9.	Public Relations	Tim Austin
10.	Fund Raising	Bob Allen

2017 Oklahoma Reunion Staff
Proposed Organization Chart

Reunion Chairman
Tim Austin

Assistant Chairman
Jerry Cooper

Registration/Finances
Jerry Cooper

Hotels
Kimberley Hubbard/
Jerry Cooper

Hospitality Room
George Tabor/
Derrick Gibson

Vendor Tables
Don Walton

Banquet
TBA

Meeting Rooms

Meeting Rooms
Jerry Cooper

Transportation
Jonathan Love

Tours/Special Events
TBA

Fund Raising
Bob Allen/
Jerry Cooper

Public Relations
Tim Austin

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Sponsorship Matrix

Sponsorship Benefit	Blue Star Sponsorship	Gold Star Sponsorship	Silver Star Sponsorship	Purple Heart Sponsorship	Veterans Sponsorship	Hospitality Room Sponsorship	Banquet Sponsorship	Basic 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

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

#	Target Date	Date Completed	Task
1.	7/11/16	7/12/16	Create & email Survey for 2017 Oklahoma Reunion to Association Members
2.	7/15/16	7/15/16	Use survey results to help plan Tours/Special Activities
3.	7/16/16	7/16/16	Create 2017 Oklahoma Reunion 3-ring notebook for reunion documents
4.	7/18/16	7/18/16	Create 2017 Oklahoma Reunion Proposed Team Planning Organizational Chart
5.	7/26/16	7/28/16	Create 2017 Oklahoma Reunion Planning Guide workbook
6.	7/21/16	7/22/16	Locate & purchase internet project planning software
7.	7/5/16	7/7/16	Create 2017 Oklahoma Reunion Event on Sky Soldier website
8.	7/8/16	7/8/16	Create & post online & mail-in "2017 Reunion Registration Form" on website
9.	7/11/16	7/11/16	Create & post "2017 Reunion List of Registrants" webpage on Sky Soldier website
10.	7/12/16	7/12/16	Create & post "2017 Reunion Hotels" webpage on Sky Soldier website
11.	7/13/16	7/13/16	Create & post "2017 Reunion Schedule" webpage on Sky Soldier website
12.	7/14/16	7/14/16	Create & post "2017 Reunion Local Attractions" webpage on Sky Soldier website
13.	7/15/16	7/15/16	Create & post "Fort Sill, OK Bus Tour" webpage on Sky Soldier website
14.	7/16/16	7/16/16	Create & post "Form 118a Visitors Pass to Fort Sill" on Sky Soldier website
15.	7/8/16	7/8/16	Request 2017 Oklahoma Reunion Coordinator Tim Austin schedule a meeting for prospective Reunion Staff Members

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16.	7/15/16	7/15/16	Develop Status Report handout for meeting of prospective Reunion staff members
17.	7/16/16	7/16/16	Plan & give Status Report briefing to prospective Reunion Staff Members
18.	10/1/16	10/1/16	Order at least 500 Badge Holders for estimated 2017 Oklahoma Reunion Attendees
19.	4/1/17		Order brochures to insert into goodie bags
20.	10/1/16		Order goodie bags for 500 estimated reunion attendees
21.	4/15/17		Insert brochures into goodie bags
22.	4/1/17		Develop tickets/passes to Banquet, Hospitality Room & Special Activities
23.	5/1/17		Print attendees nametags to be inserted into badge holders
24.	5/5/17		Insert attendee name tags into badge holders
25.	5/6/17		Insert special activity tickets into goody bags
26.	5/10/17		Print & email 2017 Oklahoma Reunion Financial Reports to Board of Directors
27.	5/15/17		Print List of 2017 Oklahoma Reunion Registrants
28.	5/15/17		Set up Registration Area in Sheraton Hotel
29.	5/16/17		Start Registering attendees & hand out goodie bags
30.	5/20/17		Close Registration Area
31.	6/1/2017		Prepare After Action Report for Registration Team

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2. Hotels (Team Leader- Kimberly Hubbard)

#	Target Date	Date Completed	Task
1.	7/5/16	8/15/16	Secure contract with Renaissance Hotel for 225 rooms from Wed 5/17/2017 to Sun 5/21/2017
2.	7/5/16	8/15/16	Secure contract with Sheraton Hotel for 225 rooms from Wed 5/17/2017 to Sun 5/21/2017
3.	7/6/16	8/5/16	Submit list of required meeting rooms to Sheraton Hotel with number of people, seating arrangement, times and dates
4.	8/1/16	8/5/16	Get weekly reports from Renaissance Hotel on room reservations
5.	8/1/16	8/5/16	Get weekly reports from Sheraton Hotel on room reservations
6.	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
7.	8/13/16	8/13/16	Meet with 2017 Oklahoma Reunion Staff & conduct briefing
8.	9/10/16	9/9/16	Meet with 2017 Oklahoma Reunion Staff & conduct briefing
9.	9/10/16	9/9/16	Meet with Renaissance Sales manager & tour the hotel premises
10.	9/10/16	9/9/16	Meet with Sheraton Sales Manager & tour the hotel premises
11.	1/14/17		Meet with both hotel staffs & 2017 Oklahoma Reunion Staff
12.	5/1/17		Select Banquet menu & number of attendees to Renaissance Hotel

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13.	5/10/17		Select Gold Star luncheon menu to Sheraton Hotel with number of attendees
14.	5/10/17		Select Ladies luncheon menu to Sheraton Hotel with number of attendees
15.	5/10/17		Submit number of attendees for Banquet to Renaissance Hotel
16.	5/17/2017		Attend 2017 Oklahoma Reunion & oversee hotel activities, meet with Chapter 1 President to plan 2018 Reunion
17.	6/1/17		Prepare After Action Report for Hotel Team
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3. Hospitality Room (Team Leader- XXXXXXXXXXXXXXXXXXXXX)

#	Target Date	Date Completed	Task
1.	5/1/17		Solicit donated supplies from Walmart stores (paper plates, paper bowls, paper cups, napkins, paper towels, plastic silverware, etc.)
2.	5/1/17		Solicit donated soft drinks from Walmart stores
3.	5/1/17		Solicit bottled water from Walmart stores
4.	5/1/17		Solicit donated snacks from Walmart Stores (chips, peanuts, etc.)
5.	5/1/17		Solicit donated supplies from Sam's stores (paper plates, paper bowls, napkins, paper towels, plastic silverware, etc.)
6.	5/1/17		Solicit donated soft drinks from Sam's stores
7.	5/1/17		Solicit bottled water from Sam's stores
8.	5/1/17		Solicit donated supplies from Sam's stores (paper plates, paper bowls, napkins, paper towels, plastic silverware, etc.)
9.	5/1/17		Solicit donated beer from local beer distributors
10.	5/1/17		Solicit donated coffee supplies from local coffee distributors (coffee, coffee urns, sugar, artificial sweeteners, creamer, stir sticks, etc.)
11.	5/1/17		Solicit donated doughnuts and rolls from local donut shops
12.	5/1/17		Solicit donated cold cut sandwiches, pretzels, etc., from local deli shops

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13.	5/13/17		Purchase any needed refreshment, supplies, etc., for hospitality room
14.	5/16/17		Order ice and water from Sheraton Hotel staff daily
15.	5/16/17		Set out refreshments & supplies in Hospitality Room
16.	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
17.	5/16/17		Have appointed Chapter 18 Members check attendees Hospitality Room passes before admittance
18.	6/1/17		Prepare After Action Report for Hospitality Room Team
19.			

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4. Banquet (Team Leader- XXXXXXXXXXXXXXXXXXXX)

#	Target Date	Date Completed	Task
1.	8/1/16	8/1/16	Contract with Renaissance Hotel for Banquet for Saturday 5/20/2016
2.	9/1/16		Banquet Team Leader will be Banquet Emcee
3.	10/1/16		Select Banquet Emcee
4.	11/1/16		Invite banquet guest speaker
5.	11/15/16		Make hotel reservation & transportation arrangements for guest speaker
6.	3/15/17		Arrange for Color Guard
7.	4/1/17		Prepare input for Banquet program
8.	4/1/17		Send program to PR/Marketing Team Leader for printing & insertion into goodie bags
9.	4/1/17		Select banquet menu
10.	4/10/17		Assign people to head table (Key Speaker & guest; Emcee & guest; Reunion Chairman & guest; Association President & guest; Association Chaplain & guest)
11.	4/10/17		Assign table to Color Guard & their guests
12.	4/10/17		Assign table to MOH attendees & their guests
13.	4/10/17		Assign tables to Reunion Supporters & their guests
14.	4/15/17		Prepare large poster of seating chart by tables
15.	4/25/17		Assign Chapter 18 Members to inspect Banquet admission tickets at door of banquet

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16.	5/1/17		Request 173d Airborne colors to be brought to the reunion
17.	5/1/17		Request Photographer & Chapter 30 Member Lester Yeargin to provide DVD or USB drive of photos to be displayed at banquet
18.	5/10/17		Request a missing man table & items be set up
19.	5/10/17		Request colors from Renaissance hotel staff
20.	5/10/17		Request number of Reunion Registrations from Registration Team Leader Cooper
21.	5/10/17		Schedule audio/visual equipment for banquet with Renaissance Hotel Microphone, projector, large screen, etc. to display previous reunion pictures during banquet
22.	5/10/17		Revise number of dinners as needed
23.	5/12/17		Submit number of banquet meals required to Renaissance Hotel
24.	5/15/17		Assign toasters
25.	5/15/17		Prepare list of Politicians & their guests to be recognized at banquet
26.	5/15/17		Prepare list of Reunion Sponsors & their guests to be recognized at banquet
27.	5/15/17		Prepare list of VIP's & their guests to be recognized at banquet
28.	5/15/17		Prepare special name tags for Color Guard & their guests
29.	5/15/17		Prepare special name tags for Head Table attendees & their guests
30.	5/15/17		Prepare special name tags for Politicians & their guests
31.	5/15/17		Prepare special name tags for Reunion Sponsors & their guests
32.	5/15/17		Prepare special name tags for VIP's & their guests

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33.	5/15/17		Prepare written toasts for the banquet
34.	5/18/17		Load prior year photos onto DVD or USB drive to show at banquet
35.	5/20/17		Hang banners for key Sponsors on banquet room walls
36.	5/20/17		Introduce attending MOH winners & their guests at the banquet
37.	5/20/17		Rehearse Color Guard in presenting and withdrawing colors
38.	5/20/17		Rehearse Emcee presentation
39.	5/20/17		Start the banquet on time and stick to the banquet agenda published in the program
40.	6/1/17		Prepare After Action Report for Banquet Team
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5. Vendor's Area (Team Leader- XXXXXXXXXXXXXXXXXXXX)

#	Target Date	Date Completed	Task
1.	10/1/16	11/11/16	Develop pricing schedule for Vendors Area
2.	10/15/16		Develop written SOP for Vendors area
3.	4/1/17		Send email invitations to prospective Vendors
4.	5/10/17		Get list of Vendor Registrants from Registration Team Leader
5.	5/10/17		Give Sheraton Hotel Staff room layout for Vendors area based on registered Vendors
6.	5/16/17		Conduct walk thru inspection of Vendors Area room layout
7.	5/16/17		Check in paid Vendor registrants & show them their respective rented tables
8.	5/16/17		Open Vendors Area daily at 8:00 AM
9.	5/16/17		Close Vendors Area daily at 6:00 PM
10.	5/16/17		Oversee & supervise Vendors Area on daily basis
11.	6/1/17		Prepare After Action Report for Vendors Area Team
12.			
13.			

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6. Meeting Rooms (Team Leader- XXXXXXXXXXXXXXXXXXXX)

#	Target Date	Date Completed	Task
1.	8/5/16	8/15/16	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
2.	8/5/16	8/15/16	Submit request to Renaissance Hotel for Banquet Room at the Cox Convention Center
3.	8/13/16	8/13/16	Conduct walk thru inspection of meeting rooms at the Sheraton Hotel following the Reunion Staff meeting
4.	8/13/16	8/13/16	Conduct walk thru inspection of Banquet room at the Cox Convention Center following the Reunion Staff meeting
5.	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)
6.	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)

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7.	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)
8.	5/5/17		Request number of Ladies Luncheon registrants from Registration Team
9.	5/5/17		Request number of Gold Star Luncheon registrants from Registration Team
10.	5/5/17		Request number of Reunion registrants from Registration Team
11.	5/5/17		Submit menu selection to Sheraton Hotel for the Ladies Luncheon
12.	5/5/17		Submit menu selection to Sheraton Hotel for the Gold Star Luncheon
13.	5/5/17		Submit menu selection to Renaissance Hotel for the Banquet
14.	5/10/17		Submit final headcount to Sheraton Hotel for the Ladies Luncheon
15.	5/10/17		Submit final headcount to Sheraton Hotel for the Gold Star Luncheon
16.	5/10/17		Submit final headcount to Renaissance Hotel for the Banquet
17.	5/16/17		Deliver signage to Renaissance Hotel to hang in Banquet room at the Cox Convention Center
18.	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
19.	5/19/17		Conduct walk thru inspection thru the Ladies Luncheon meeting room in the Sheraton Hotel to verify room layout is correct

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20.	5/20/17		Conduct walk thru inspection thru the Gold Star Luncheon meeting room in the Sheraton Hotel to verify room layout is correct
21.	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
22.	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
23.	6/1/17		Prepare After Action Report for the Meeting Rooms Team

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7. Transportation (Team Leader- Kimberly Hubbard)

#	Target Date	Date Completed	Task
1.	4/1/17		Order at least 500 downtown Bus route maps from EMBARK to be inserted into attendees goodie bags
2.	4/1/17		Tim Austin will submit completed "Form 118a Access to Ft Sill" applications to Ft Sill
3.	4/10/17		Request number of Registrants from Registration Team Leader for Fort Sill Bus Tour
4.	4/10/17		Request number of Registrants from Registration Team Leader for National Cowboy & Western Heritage Museum Tour
5.	4/10/17		Request number of Registrants from Registration Team Leader for 45 th Infantry Division Museum Tour
6.	4/15/17		Contract with bus company for Fort Sill Bus Tour for all day Thursday 5/18/2017
7.	4/15/17		Contract with bus company for National Cowboy & Western Heritage Museum Tour for Friday morning 5/19/2014
8.	4/15/17		Contract with bus company for 45 th Infantry Division Museum Tour for Friday afternoon 5/19/2014
9.	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)

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10.	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.
11.	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.
12.	5/1/17		Tim Austin will appoint one Chapter 18 Member as a Guide for each Ft Sill Tour Bus
13.	5/1/17		Tim Austin will appoint one Chapter 18 Member as a Guide for each National Cowboy & Western Heritage Museum Tour Bus
14.	5/1/17		Tim Austin will appoint one Chapter 18 Member as a Guide for each 45 th Infantry Division Museum Tour Bus
15.	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
16.	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
17.	5/19/17		Each Guide will check off 45 th Infantry Division Museum Tour registrants on their respective list as registrants board buses at hotels before departing from Oklahoma

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			City hotels & again before departing the 45 th Infantry Division Museum to return to Oklahoma City hotels
18.	6/1/17		Prepare After Action Report for Transportation Team
19.			

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8. Special Activities (Team Leader- XXXXXXXXXXXXXXXXXXXX)

#	Target Date	Date Completed	Task
1.	4/10/17		Use survey results to help plan Tours/Special Activities
2.	4/10/17		Order brochures for local Oklahoma City attractions from Oklahoma City's Visitors Bureau to be inserted into attendees goodie bags
3.	4/10/17		Contact Oklahoma City National Memorial & Museum and negotiate for a discounted admission for 173rd Airborne Brigade veterans
4.	4/10/17		Contact National Cowboy & Western Heritage Museum and negotiate for a discounted admission for 173rd Airborne Brigade veterans
5.	4/10/17		Contact 45 th Infantry Division Museum and negotiate for a discounted admission for 173rd Airborne Brigade veterans
6.	4/10/17		Contact Chickasaw Bricktown Ballpark and negotiate for a discounted admission for 173rd Airborne Brigade veterans
7.	4/10/17		Contact Myriad Botanical Gardens and negotiate for a discounted admission for 173rd Airborne Brigade veterans
8.	4/10/17		Contact Oklahoma City Museum of Art and negotiate for a discounted admission for 173rd Airborne Brigade veterans

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9.	4/10/17		Contact Oklahoma City Zoo and negotiate for a discounted admission for 173rd Airborne Brigade veterans
10.	4/10/17		Contact Oklahoma History Center and negotiate for a discounted admission for 173rd Airborne Brigade veterans
11.	4/10/17		Contact Bricktown Brewery and negotiate for a discounted admission for 173rd Airborne Brigade veterans
12.	4/10/17		Contact National Softball Hall of Fame and negotiate for a discounted admission for 173rd Airborne Brigade veterans
13.	4/10/17		Contact White Water Bay and negotiate for a discounted admission for 173rd Airborne Brigade veterans
14.	4/10/17		Contact Comedy Clubs and negotiate for a discounted admission for 173rd Airborne Brigade veterans
15.	4/10/17		Contact Oklahoma Firefighters Museum and negotiate for a discounted admission for 173rd Airborne Brigade veterans
16.	4/10/17		Contact Oklahoma State Capital and negotiate for a discounted admission for 173rd Airborne Brigade veterans
17.	4/10/17		Contact Science Museum of Oklahoma and negotiate for a discounted admission for 173rd Airborne Brigade veterans
18.	4/10/17		Contact Room Escape Games and negotiate for a discounted admission for 173rd Airborne Brigade veterans
19.	5/10/17		Insert local attractions brochures into goodie bags

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20.	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
21.	6/1/17		Prepare an After Action Report for Special Activities Team

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9. Public Relations (Team Leader- Tim Austin)

#	Target Date	Date Completed	Task
1.	9/5/16		Schedule meeting with Oklahoma Governor's office to request Welcome Letter for Reunion Program
2.	9/5/16	10/12/16	Schedule meeting with Oklahoma City Mayor's office to request Welcome Letter for Reunion Program
3.	3/5/17		Prepare & mail Banquet Invitations to Oklahoma Politicians (Governor, Ok City Mayor, Oklahoma US Senators and Oklahoma US Congressman)
4.	3/5/17		Prepare & mail Banquet Invitations to Oklahoma Entertainers (Toby Keith, Garth Brooks, Reba McIntire, Carrie Underwood, Vince Gill, etc.)
5.	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.)
6.	3/5/17		Prepare & mail Banquet Invitations to living 173 rd Airborne Brigade MOH recipients
7.	4/25/17		Get Banquet key note speaker's bio
8.	4/25/17		Schedule & pay for the attending MOH recipients round trip airfare
9.	4/25/17		Reserve a room at the Sheraton Hotel for the attending MOH recipients
10.	4/25/17		Schedule & pay for key note speaker's round trip airfare

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11.	4/25/17		Reserve a room at the Sheraton Hotel for the key note speakers
12.	5/5/17		Schedule for a local professional photographer to take pictures at the Banquet
13.	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
14.	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
15.	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
16.	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
17.	5/10/17		Invite a photographer from the Daily Oklahoman newspaper to attend banquet and cover the event
18.	5/10/17		Invite the local Oklahoma TV stations to attend banquet and cover the event
19.	5/10/17		Arrange for the Reunion Program to be printed
20.	5/11/17		Insert the Reunion program in the attendee goodie bags
21.	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
22.	5/20/17		Appoint Chapter 18 Members to pass out Banquet Programs at door to attendees
23.	6/1/17		Prepare After Action Report for the Public Relations Team

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10. Fund Raising (Team Leader- Bob Allen)

#	Target Date	Date Completed	Task
1.	8/4/16	8/25/16	Create a Sponsorship Matrix of Sponsorship Donation Levels and Benefits
2.	9/1/16	8/26/16	Create Schedule of Benefits for each Level of Sponsorship Donations
3.	9/1/16	8/27/16	Create a Sponsorship Matrix of Estimated FMV of Benefits Received from Sponsorship Donation Levels and Benefits
4.	9/1/16	8/27/16	Create a Disclosure Sheet of Estimated FMV of Benefits Received from each Level of Sponsorship Donations
5.	9/1/16	10/5/16	Solicit Donations from Oklahoma City Businesses
6.	9/1/16	10/5/16	Solicit Donations from Oklahoma City Individuals
7.	9/7/16		Submit grant application to USAA Financial Bank for Donation to support reunion
8.	6/1/17		Prepare After Action Report for Fund Raising Team

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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
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	\$ 1.65	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650
Printing Costs- Reunion Program	\$ 3.00	\$ 900	\$ 1,200	\$ 1,500	\$ 1,800	\$ 2,100	\$ 2,400	\$ 2,700	\$ 3,000
Printing Costs- Banquet Program	\$ 2.00	\$ 600	\$ 800	\$ 1,000	\$ 1,200	\$ 1,400	\$ 1,600	\$ 1,800	\$ 2,000
Misc. Expenses	\$ 5.00	\$ 1,500	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500	\$ 5,000
Total Expenses		\$ 27,150	\$ 35,650	\$ 44,150	\$ 52,650	\$ 61,150	\$ 69,650	\$ 78,150	\$ 86,650

Net Profit (Loss)

\$ 2,550	\$ 3,950	\$ 5,350	\$ 6,750	\$ 8,150	\$ 9,550	\$ 10,950	\$ 12,350
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Split of Net Profits

National's Share	50%	\$ 1,275	\$ 1,975	\$ 2,675	\$ 3,375	\$ 4,075	\$ 4,775	\$ 5,475	\$ 6,175
Chapter 18's Share	50%	\$ 1,275	\$ 1,975	\$ 2,675	\$ 3,375	\$ 4,075	\$ 4,775	\$ 5,475	\$ 6,175