

# OPERATION WELCOME HOME

## PARENT OR FAMILY TO DO LIST

- 1) Request a welcome home, prepare a bio on his/her military career: from high school through joining the military, branch, rank, accommodations, metals and ribbons. Keep event a surprise! No Facebook, Twitter, etc. We need a minimum of 7 days to plan.
- 2) We need to start with a Flight # and then we can plan the event. If the service-member is coming home at inappropriate hours, please plan a family outing at a restaurant or other location where we can meet you and escort the service-member home to their surprise welcome home event. Best times for welcome homes are Friday night, Saturday or Sunday.
- 3) We need power available outside to run a power cord from the garage or outside power outlet. All vehicles must be moved from driveway and from front of home. We will install a large flag on gutter or front of home, banners, other decorations and PA equipment. You should provide a table with cookies, maybe a cake decorated for your service-member, refreshments and coffee. It is best to have a family member or friend at the home to supervise set-up. We do not allow alcohol, but if family brings it, it's not our liability.
- 4) Family needs to inform/invite entire street, all friends, family, school friends, and neighbors. We will bring the rest. Plan on a crowd.
- 5) Our mission is to provide an honorable, recognition that will send the message that the entire community is grateful for their service in the most memorable way.
- 6) Most events are an hour long. We bring City/County Gov. officials, PD, FD, lots of VSO's (veteran support orgs.). We will present certificates, coins, proclamations and tokens of appreciation. We will film the entire event and send a slideshow of the event for a lifetime memory.
- 7) We will then take down and clean up everything.