

OPERATION WELCOME HOME

PREPARATION LIST FOR ORGANIZERS

- 1) Receive request from family member about returning service member. First, start with confirmed flight# before proceeding with arrangements. Once confirmed, explore best time and venue for both service member and guests. Next, request bio, rank, branch, interests, schools, etc. If flight time is inappropriate for event, explore escort from a restaurant or other location at more appropriate time, always respect families needs first.
- 2) Once date and time are arranged, explain entire event to family member. This includes what their part is: inviting their neighbors, friends relatives, snacks, coffee, power cord or power available outside, no cars in driveway or front of house, have everyone gone from house 90 minutes before event time.
- 3) Prepare mission statement, send to large recipient list, try to have one week lead time.
- 4) Alert City Mayor thought managers. Invite local PD, call Fire Battalion Chief try to arrange truck 30 minutes from event time. Call community org. such as boy/ girl scouts, JROTC, groups of like interests, etc. Set goal to achieve large crowd.
- 5) Arrive 90 minutes early to set-up, install large flag where appropriate, install banners, setup lights, PA system, speakers etc.
- 6) Be very careful of cords and wires where folks walk. Duct tape everything down! Lights are very hot! Think about children, one accident can be a disaster! Many seniors come to these events and it is often DARK! Coach everyone arriving what to expect.
- 7) Arrange program speakers/greeters for greeting service member. Introducing him/her to VFW line. Have designated person film entire event for slideshow promotion. Start program with opening prayer, thanking guests, introducing singer. Start with highest ranking public official, CC Supervisor, Mayor, BSM's other VSO's down the list. Encourage family members, service members, friends etc. to speak.
- 8) Encourage attendee's to come up and thank service-member. Allow 30 minutes or more to greet. Start taking down banners and all PA equipment. Clean everything up!