Sample: Events Checklist and Timeline
OPERATION: MILITARY KIDS

Appropriate for use in planning Operation: Military Kids Deployment Cycle Support Yellow Ribbon Youth Outreach Activities

2-4 weeks Prior

- Meet with OMK and Military event staff
    - Confirm facility location, time, date
    - Define budget for youth activities
    - Review Risk Management expectations
    - Exchange contact information with on-site event Point of Contacts
    - Schedule Uniformed Military Service Members and Military Family Life Consultant (MFLC) to assist with event
- Select youth activity, review the activity and plan how Project/Life Skills will be developed throughout the experience
- Recruit (send letters/make phone calls) additional volunteers to help with the planning and implementation of the event
- Schedule use of OMK Tool Kit and Military Recreation Kits/Box
- Procure supplies for the youth activities (coordinate with OMK and Military staff across region or state when possible and useful)
- Obtain give-away items (i.e. pencils, stickers, tattoos, balloons, wristbands, etc.)
- Prepare materials for use at the event
    - Handouts for activity
    - Prepare signs for doors, etc
    - Sign-in registration forms
    - Name Tags for youth and volunteers
    - Registration materials for upcoming activity(s)
- Conduct Volunteer Training. Provide volunteers with the specific information
    - Date/location/time/time they need to arrive
    - Contact information for event
    - Responsibilities during and following the event (i.e. registration, set up, supplies, etc.)
    - What to wear (Uniforms, outside clothing, etc.)
    - What they need to bring
    - Risk management plan – what to do in case of (Contact information for OMK staff at office and after hours, site contact, additional volunteers involved in event, emergency number)

Day of Event

- Arrive at location 60 minutes (depending on complexity of event set-up required) early or at agreed upon time
- Set up location including tables, etc
- Post signs/promotion
- Visit with parents and kids as they arrive
    - Tip: stand in front of the table, not behind the table for best interaction
- Start on time
- Have energizing activities for early arrivers (See "Set Up Your Space" in Activity Plan)
- Release youth only to identified parent/adult
- Send Parent Letter home with parent/adult

Follow up for Event

- Send thank you notes (to volunteers, site and attendees)
- Gather feedback from volunteers and make notes for next event
- Report results: OMK staff, media stories, etc.

Adapted from University of Minnesota Extension 4-H Adventures