

Op Plan for Preparing and Stuffing Name Tags, Badge Holders and Goodie Bags

#	Due Date	Completed Date	Task	Responsibility
1.	12/15/2017	12/15/2016	Order 1,000 Badge Holders	Cooper
2.	12/15/2016	12/15/2016	Order 500 Goodie Bags from USAA	Cooper
3.	12/15/2016	1/15/2017	Order 1,000 2017 Reunion Challenge Coins thru Terry Aubrey	Austin
4.	2/25/2017	2/28/2017	Order OKC Attraction Brochures from OKC Convention Bureau	Cooper
5.	3/10/2017	3/8/2017	Order 2017 Reunion Staff T-shirts, 2017 Reunion T-shirts, etc. from Wayne Bowers	Austin
6.	3/10/2017	3/9/2017	Reserve space and tables on 2 nd floor of Sheraton Hotel	Cooper
7.	4/15/2017	4/25/17	Prepare Reunion Brochure document	Cooper
8.	4/15/2017	4/25/17	Copy Reunion Brochure document to USB thumb drive	Cooper
9.	4/15/2017	4/26/17	Deliver USB thumb drive to NSU World	Cooper
10.	4/15/2017	4/26/17	Order 625 Reunion Brochures to be printed	Cooper
11.	4/30/2017	4/25/17	Print optional activity admission tickets	Cooper
12.	5/1/2017		Have NSU Copy World cut admission tickets	Cooper
13.	5/1/2017		Pick up Reunion Brochures from NSU Copy World	Cooper
14.	5/2/2017		Purchase poster boards to mount maps	Cooper
15.	5/2/2017		Purchase at least 6 lip Charts to be used as Message Boards	Cooper
16.	5/3/2017		Mount OKC Maps to Poster Boards	Cooper
17.	5/4/2017		Mount Fort Sill Tour Info & Instructions to Poster Board	Cooper
18.	5/4/2017		Mount Friday Bus Tours, Bus Schedules & Instructions to Poster Boards	Cooper
19.	5/10/2017		Print attendee Name Tags	Cooper
20.	5/11/2017		Print lists of Reunion Registrants- break down into 5 groups	Cooper

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21.	5/12/2017		Print Reunion Registration Invoices	Cooper
22.	5/12/2017		File Reunion Registration Invoices in 3 alphabetized 3-ring notebooks	Cooper
23.	5/12/2017		Pick up brochures from OKC Convention Bureau	Austin
24.	5/12/2017		Call Sheraton Hotel Service Coordinator & order 15 easels delivered to 2 nd floor vicinity of TOC (Boardroom)	Cooper
25.	5/13/2017		Load USAA Goodie Bags on PU truck	Cooper
26.	5/13/2017		Load Badge Holders on PU truck	Cooper
27.	5/13/2017		Load Name Tags on PU truck	Cooper
28.	5/13/2017		Load Activity Admission Tickets on PU truck	Cooper
29.	5/13/2017		Load Reunion Registration Invoice notebooks on PU truck	Cooper
30.	5/13/2017		Load Reunion Registration Invoices on PU truck	Cooper
31.			Load all Reunion Notebooks on PU truck	Cooper
32.	5/13/2017		Load two Laptop Computers on PU truck	Cooper
33.	5/13/17		Load screen projector & projection screen on PU truck	Cooper
34.	5/13/2017		Load multi-functional HP printer on PU truck	Cooper
35.	5/13/2017		Load stapler, 2 hole punch, 3 hole punch, paper clips, staples, scotch tape, 5 reams of paper, printer cartridges on PU truck	Cooper
36.	5/13/2017		Load XXX on PU truck	Cooper
37.	5/13/2017		Load suitcase, garment bags, body pillows on PU truck	Cooper
38.	5/14/2017		Drive to OKC & unload Reunion Items on 2 nd floor	Cooper
39.	5/14/2017		Check into Sheraton Hotel	Cooper
40.	5/14/2017		Set up working tables on Sheraton 2nd floor	Austin

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41.	5/14/2017		Move Badge Holders & Name Tags to 1st table	Tabor
42.	5/14/2017		Move Activity Admission Tickets to 2 nd table	Bland
43.	5/14/2017		Move USAA goodie bags & OKC brochures to 3 rd table	Walton
44.	5/14/2017		Move computers, printers, projector, projection screen, supplies to TOC	Cooper
45.	5/14/2017		Stuff Name Tags into Badge Holders	Tabor/Perez
46.	5/14/2017		Stuff OKC Brochures & Reunion Brochures into USAA Goodie Bags	Perkins/McGleish
47.	5/14/2017		Stuff Activity Admission Tickets into respective Badge Holder/Name Tag	Bland/Bennett
48.	5/14/2017		File completed Badge Holders/Name Tags/ Admission Tickets alphabetically in plastic trays & store in Storage Room	Bland/Bennett
49.	5/14/2017		Store USAA goodie bags with OKC brochures & Reunion Brochures in Storage Room	McGleish
50.	5/14/2017		Set up TOC	Cooper
51.	5/15/2017		Prepare at least 6 flipcharts & mount on Easels <ul style="list-style-type: none"> • 1st Bn • 2nd Bn • 3rd Bn • 4th Bn • • 	Austin
52.	5/15/2017		Set up Easels for at least 5 Message Boards: <ul style="list-style-type: none"> • Reunion Schedule of Events • Fort Sill Bus Tour Info & Instructions • Friday Bus Tours Info & Instructions 	Walton/Gustafson

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			<ul style="list-style-type: none"> • Announcements/Changes • 	
53.	5/15/2017		Set up Easels for various Maps: <ul style="list-style-type: none"> • Map of Key Rooms: Hospitality, Registration, Vendor, TOC, Rest Rooms • Map for Downtown OKC • Map of Underground Tunnel System • Map of Downtown Discovery bus route • Map of Ok City Key Attractions • Map of OK City Districts • 	Tabor/Perez
54.	5/15/2017		Set up Vendors Room	Walton/Gustafson
55.	5/15/2017		Set up Hospitality Room	Tabor/Perez
56.	5/15/2017		Deliver 2017 Reunion Challenge Coins, 2017 Reunion T-shirts, Raffle Tickets to Don Walton for Chapter 18's vendor table in Vendors Room	Austin
57.	5/15/2017		Pass out 2017 Reunion Staff T-Shirts to Reunion Team	Austin
58.	5/16/2017		Set up Gene Bland & Don Walton on PayPal for PayPal Here capability	Cooper
59.	5/16/2017		Install PayPal Here app on Gene Bland's mobile phone for Registration Area	Cooper
60.	5/16/2017		Install PayPal Here app on Don Walton's mobile phone for Vendors Room	Cooper
61.	5/16/2017		Meet & orient incoming Vendors & assign them a table(s) in Vendors Room	Walton/Gustafson
62.	5/16/2017		Buy soft drinks, snacks, paper products for Hospitality Room at Sam's Club	Cooper/Tabor
63.	5/16/2017		Set up Registration Area- tables, chairs, signs, Welcome Banner	Cooper/Bland
64.	5/17/2017		Coordinate with Sheraton Hotel Service Coordinator on Wednesday's BBQ Picnic	Cooper/Austin

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65.	5/17/2017		Coordinate with Renaissance Hotel Service Coordinator on Wednesday's 3d Bn Luncheon	Cooper/Austin
66.	5/17/2017		Confirm with Sheraton Hotel Service Coordinator that Parking Hoods have been order and will be installed Wednesday night for Thursday's Fort Sill Bus Tour	
67.	5/17/2017		Brief Registration Volunteers	Cooper
68.	5/17/2017		Set out plastic trays with Attendee Badge Holders/Name Tags/Admission Tickets	Cooper/Bland
69.	5/17/2017		Start Registering Attendees	Cooper/Bland
70.	5/17/2017		Set-up Chapter 18 table with 2017 Challenge Coins, 2017 Reunion T-shirts, raffle tickets in Vendors Room	Walton/Gustafson/ Perkins
71.	5/17/2017		Open Vendors Room & begin operations	Walton/Gustafson
72.	5/17/2017		Set up snacks, soft drinks & paper items in Hospitality Room	Tabor/Perez
73.	5/17/2017		Open Hospitality Room for Attendees	Tabor/Perez
74.	5/18/2017		Give Bus Tour signage to Thursday's & Friday's Bus Tour Commanders	Cooper