

# 173d AIRBORNE BRIGADE ASSOCIATION REUNION

## Standard Operation Procedure



Revised: May 2018

Wayne Bowers  
Jerry Cooper  
Joe Flesch

173d AIRBORNE BRIGADE ASSOCIATION REUNION SOP

## TABLE OF CONTENTS

		<b>Page</b>
Article I	PURPOSE OF REUNION	2
Article II	GENERAL	3
Article III	REUNION BIDS	4, 5
Article IV	REUNION HOSTING REQUIREMENTS	6, 7
Article V	REUNION ADMINISTRATION	8
Article VI	VENDORS	9,
Article VII	RAFFLES	10
Article VIII	EMERGENCY MEDICAL PLANNING CONSIDERATIONS	11
Article IX	AFTERACTION REPORT	12
Article X	SPECIAL GUESTS	13
Appendix I	SAMPLE REUNION AGENDA	14
Appendix II	BANQUET SEATING	15
Appendix III	REUNION CHECK LIST	16, 17
Appendix IV	COMMENTS FOR CONSIDERATION	18
Appendix V	SAMPLE REUNION AFTER ACTION REPORT	19, 20

## **ARTICLE I**

### **PURPOSE OF REUNION**

1. To afford 173d Airborne Brigade Assn. members and guests an opportunity to participate in an annual reunion sponsored and hosted by an active chapter and conducted in accordance with Association bylaws.
2. To afford all Chapter Presidents or their designated representatives an opportunity to discuss both old and new business related to the Association with National Board of Officers.
3. To provide the general membership the opportunity to meet and interact with the National Board of Officers.
4. To provide a place for camaraderie and reuniting of friendship within the Association.

## **ARTICLE II**

### **GENERAL**

1. The basis of this document is to establish requirements and/or guidelines to be utilized by all chapters while hosting the annual reunion.
2. The 173d Airborne Brigade Association reunion shall be held normally between May 1 and August 15 each year. Exception must be approved by the National Board of Officers.
3. The 173d ABA reunion host chapter and location will be designated two years in advance.
4. The 173d ABA reunion should not be held in the same location two years consecutively.
5. Registration fees paid for the 173d ABA annual reunion should be inclusive of all reunion events, i.e. hospitality room, banquet, registration gift(s). Side trips or tours may require an additional fee.
6. Eligibility to attend the 173d ABA annual reunion is limited to current or past members of the 173d Airborne Brigade/173d Airborne Combat Team, their guest and special guest invited by the host chapter or the Association. While difficult for a chapter to verify unequivocally membership status the host chapter should make every reasonable effort to screen attendees.
7. The 173d ABA annual reunion is an opportunity for the hosting chapter and the Association to generate needed revenue. However, by keeping registration cost down it will enable more members to attend. Efforts should be made to keep profits below \$10,000.

## ARTICLE III

### HOSTING BIDS

1. Chapters bidding to host the 173d ABA reunion must meet the following requirements.
  - a. Have permanent chapter status in accordance of the 173d Airborne Brigade Association bylaws.
  - b. The bidding chapter should have sufficient funds on hand to defray initial cost and expense of hosting the reunion. (Suggested minimum funds of \$2,500). These funds will be reimbursed by the Association once registration fees begin to accumulate.
  - c. Prepare a brief but explicit bid in writing to be presented to the membership and Association Officers at the reunion in progress. It is recommended that bids be submitted 90 days prior to the upcoming reunion in order that the Association Officers may determine if the bid meets all requirements.
  - d. A cost analysis (budget) must be submitted with the reunion bid and should include *all* expected expenditures. It is recommended that a minimum figure of 600 attendees be used when calculating expenditures. Registration fees should be arrived at by dividing expenditures plus desired profit by 600.
2. The chapter selected to host the annual reunion will be informed at the reunion two years prior to. Selection will be determined by general membership vote at the reunion in progress. The decision will be confirmed in writing to the selected chapter by the association president.
3. The announcement of the selected chapter will be made at the general membership meeting at the reunion in progress.

4. Any chapter desiring to host an annual reunion may assist their efforts with a display booth containing, but not limited to a copy of the written bid, literature, pictures and videos. The display of presentation will be in accordance and coordinated with the host chapter of the reunion in progress.
5. Profits derived from the annual reunion will be split 65/35 with 65% going to the host chapter and 35% going to the Association.
6. Disbursements of the split will be made no later than ninety (90) days after completion of the annual reunion.
7. The hosting chapter will submit in writing an after-action report (summary) to the Association, no later than ninety (90) days after completion of the annual reunion.

## ARTICLE IV

### REUNION HOST REQUIREMENTS

1. The host chapter will establish or appoint a reunion committee chairman, a reunion treasurer and other committee members needed to ensure a successful reunion. It is recommended to have eight to twelve committee members.
2. The reunion Chairman and Treasurer will be provided a bank routing number by the Association. This is done in accordance with Association bylaws so all incoming funds are controlled by the Association. The Association will provide a bank debit card to the hosting chapter to be used for reunion expenditures
3. The reunion chairman is responsible for liaison coordination to the Association Headquarters as to the extent and update of activities planned and attendees registered.
4. Upon request the reunion chairman may use the assistance of the Association and their assets, such as the SKY SOLDIER magazine and 173d ABA website.
5. The 173d ABA reunion will be a three to five-day event, not including departure day.
6. The host chapter will submit in writing a quarterly report to be published in the SKY SOLDIER magazine concerning the upcoming reunion.
7. The host chapter will provide an agenda broken down into days and time of daily reunion events. (See Appendix I & II for examples)
8. The host chapter will have a registration packet for each reunion attendee upon arrival at the reunion. The packet should contain nametag, registration gift(s), (if covered by registration fee) beverage tickets, (beverage tickets are not necessary if registration fee provides for free hospitality room) site map, schedule of events and any other items thought to be necessary by the host chapter.

9. The host chapter registration staff should be organized and have enough members to expedite the flow of arriving attendees. It is recommended that all packets be in alphabetical order in separated boxes with several booths being utilized for quick processing. Procedures for walk-ins should be in place. Procedures for after hour arrivals should be prominently displayed in the registration area. It is recommended that the registration staff consist of chapter members (and spouses) with knowledge of the reunion in order to answer attendee's questions. Outside personnel such as Chamber of Commerce should not be used in key positions.
  
10. The host chapter will provide a bulletin board to be prominently located in the registration area. The board's main function will be to notify the attendees of any schedule/agenda changes. Personal messages may be posted on a space available basis.
  
11. The host chapter is responsible for providing the Association with a room suitable for conducting meetings. The room should accommodate twelve to fifteen persons and provide secure storage of Association property. Coordination of the use and security of this room will be coordinated through the Association Secretary and the host chapter. The host chapter will coordinate with the host facility for needed audiovisual support.
  
12. The host chapter is responsible for providing a room large enough to facilitate a general membership meeting. (four to five hundred members)
  
13. The host chapter is responsible for providing a venue large enough to host a banquet. The host chapter will select a banquet meal. The National Association will be responsible for conducting the banquet.

## **ARTICLE V**

### **REUNION ADMINISTRATION**

- 1.) A check list to ensure against omission of details and maintain continuity should be the first priority of the host chapter (see Appendix III for a suggested checklist)
- 2.) A list of facilities, activities, points of interest and various modes and methods of transportation.
- 3.) Upon receipt of registration monies, a letter of acknowledgement will be sent to the member stating that his registration fees have been received and a reunion packet will be given on the day of arrival.
- 4.) Name tags should be durable, readable at a distance, in good taste and if possible contain the reunion theme.
- 5.) As stated in Article IV, National will conduct the Banquet, to include providing the master of ceremonies, Color Guard and guest speaker(s).

## ARTICLE VI

### VENDORS CONCESSIONS

1. The following guidelines are established pertaining to vendors attending the 173d ABA reunions.
  - a. The host chapter should require each vendor to provide certain information to them prior to scheduled reunion date. Minimum requirements are:
    - i. What products will they be selling?
    - ii. What are their prices?
    - iii. Have they operated a booth at a prior 173d ABA reunion?
    - iv. Are the items in good taste and not inflammatory against the Association or the United States Government.
  - b. The cost of vendor tables is determined by the host chapter.
  - c. Vendor space availability is determined by the host chapter.
  - d. Although security may be provided by the hotel, the responsibility for security of vendor items falls to the individual vendor.
2. Non 173d vendors should be scrutinized.
3. All vendors will be furnished guidelines on setting up their tables/booths based on host hotel criteria. Non-compliance of the guidelines will result in forfeiture of both space and payments.

## **ARTICLE VII**

### **RAFFLES**

1. The drawing for raffles sponsored by the Association should be conducted at reunion banquet. Tickets with instructions are normally mailed to each member three to four months prior to the reunion. Members need not be present to win.
2. Chapters to include the Host Chapter may conduct their own raffle/drawing with certain restraints. Sales can only take place at a vendor table, hospitality room or Chapter sales table. Under no circumstances will sales be conducted during meetings, or briefings, i.e., General Membership meetings.
3. All Chapter raffles will be cleared through Hosting Chapter.

## ARTICLE VIII

### EMERGENCY MEDICAL PLANNING CONSIDERATIONS

The Following basic medical considerations should be planned.

1. As our Association grows older, so does the membership as a whole. A large number of the more mature members have various health problems.
2. The reunion is planned to have fun and enjoy old friendships with talk of our youthful times. In all the excitement, and with alcohol and the heat of the weather, the stage is set for potential tragedy.
3. The following considerations are recommended.
  - a. Reunion registration forms should have space for attendees to specify health needs.
  - b. Establish with the host hotel the need for assistance. All well-established hotels have medical plans and the phone numbers of local EMS. The plans should be visibly posted and provided in the registration packet.
  - c. At the beginning of the reunion, survey personnel attending for Doctors, PA's and Medics who in case of emergency could be of assistance.
  - d. All venues must be handicap accessible. Check the availability of both electric and non-electric wheelchairs for those attendees that have mobility problems.

## **ARTICLE IX**

### **AFTER ACTION REPORT**

1. An after-action report must be submitted to the Association within 90 days of completion of the reunion. The after-action report should be as detailed as possible and include a profit and loss statement.
2. Host Chapters of upcoming reunions may apply in writing to the Association for a copy of any past after action reports to be utilized in reunion planning.
3. A reunion checklist is outlined in Appendix III. It is an invaluable aid in the preparation of an after action report.
4. Appendix IV contains a sample copy of an after-action report.

## **ARTICLE X**

### **SPECIAL GUEST**

There are two categories of special guests that will/may be invited to our reunion: Guest speaker (and guest(s) of honor.

1. The utilization of a guest speaker is optional and at the discretion of the Association. The Host Chapter will pay for one nights lodging and the banquet meal. All other expense will be covered by the Association.
2. Medal of Honor recipients, Commanding Officer and Command Sergeant Major of the 173d Airborne Brigade may be invited at the discretion of the Host Chapter. One nights lodging and the banquet meal will be paid for by the Hosting Chapter.
3. Gold Star family members and Active Duty soldiers of the 173d Airborne Brigade may be given a reduced rate for attending any/all reunion functions at the discretion of the Host Chapter.

The invitation to special guest should be held to a minimum. The payment of expense for special guest are significant and will raise the cost of membership registration which may preclude some members from attending. Host Chapters should keep in mind persons attending from other chapters have both travel and hotel expense to deal with.

## APPENDIX I

### SAMPLE REUNION AGENDA

TUESDAY (or 1 <sup>st</sup> day)	0800 1000-2200	Early Bird Arrival Hospitality Room
WEDNESDAY (or 2 <sup>nd</sup> day)	0800-1800 0900-1100 0900-2400	Registration Board of Director Meeting Hospitality Room
THURSDAY (or 3 <sup>rd</sup> day)	0730-0900 1100-1200 1200-1600 1600-1630 0900-2400	Breakfast (cash basis) Transportation to Picnic Picnic Transportation to Hotel Hospitality Room
FRIDAY (or 4 <sup>th</sup> day)	0730-0845 0900-1300 0900-1300 1200-1300 1345-1545 1300-1600 1800-1900 1900-2130 2130-0130	Breakfast (cash basis) Transportation to, and Golf Outing Non-golfers open time Ladies Lunch General Membership meeting Hospitality Room Cocktails, Banquet Room Banquet Cocktails and dancing to live band

The above is only a guide line. A final agenda should be submitted to National for approval. Any changes made after publication should be prominently displayed at reunion

## **APPENDIX II**

### **BANQUET SEATING**

Although the Banquet will be conducted by the Association the following is a suggested guideline.

1. Special interest should be given to the banquet and treat it as a gala affair. Dress should be semi-formal.
2. Seating at head table should be limited to the Host Chapter President and Lady, Guest Speaker and Lady, Association President and Lady and Reunion Chairman and Lady.
3. Association Officers, Ladies and MOH recipients, Brigade Commander, Brigade Sergeant Major, other VIP's and their Ladies should be at adjacent table(s).
4. Color Guard sourced by the Association.

## APPENDIX III

### REUNION CHECK LIST

1. ACCOMMODATIONS: Contact the hotel convention manager to establish a mutual agreement and secure a *written confirmation* regarding the following.
  - a. Total number of guest rooms required.
  - b. Official dates of the reunion.
  - c. Number arriving prior to official opening.
  - d. Peak day/evening.
  - e. Date when members will start checking in/out.
  - f. Date majority of group will depart.
  - g. How will reservations be handled.
2. REGISTRATION PACKETS: Provided by host chapter and registration committee to be given out at reunion check-in.
3. HOTEL FUNCTIONS ROOMS: Provide hotel staff a tentative day-by-day, time program and room requirements with estimate attendance.
4. MEETING ROOMS & REQUIRMENTS:
  - a. Daily needs, time and estimated attendance for each room.
  - b. Room assignment.
  - c. How to set up chairs and tables.
  - d. Speaker's table, for how many, floor level or raised stage.
  - e. Reading stand, light and gavel.
  - f. PA system, projector.
  - g. Decorations, flags, banners or displays.
  - h. Drinking water, coffee, etc.
  - i. HVAC controls
  - j. Writing boards, easels, bulletin boards, etc.

## 5. FOOD FUNCTION:

- a. Arrange with hotel staff and caterer in advance .
- b. Meals time and location, attendance.
- c. Arrange for wine and water glasses to be on table for toasting.
- d. Menu and price, Arrange in advance of reunion with written confirmation.
- e. Banquet seating, head table(s), podium, microphones, flags, etc.
- f. Cocktail hour, bartenders, cash bar, etc.
- g. Entertainment requiremnets.\*

## 6. REGISTRATION:

- a. Prior to reunion arrange with hotel staff.
- b. Number of stations and desk needed, packets prepared alphabetically.
- c. Personnel needed, dates and times.
- d. Equipment needed, pens, pencils, paper, computers, etc.
- e. Procedures for accepting walk-in payment, cash box, credit card machine.
- f. Membership forms available.
- g. ID badges for reunion committee members.
- h. Bulletin boards for posting changes, directions, general info, etc.

## 7. MISCELLANEOUS:

- a. Flags with stands, banners, decoration, etc.
- b. Photographer
- c. Signs, programs, menus
- d. Location of restaurants, beauty shops/hairdressers, etc.

\*Few people stay for entertainment or band (consider cost vs. benefit)

## **APPENDIX IV**

### **COMMENTS FOR CONSIDERATION**

The following are comments made by members after previous reunions. These are provided for consideration and should not be construed as requirements placed on host chapters.

1. No assigned seating, in general, people decide whom they want to sit with (those they only see once a year) that means not necessarily sitting with their chapter.
2. Coordinate with a photographer to take individual couple or group pictures throughout the reunion. (not at hosting chapter expense.)
3. If a fee is included for the hospitality room as part of the reunion registration fee, there should be no charges for drink, snacks, etc. We would much rather pay a higher registration fee and have free drinks and snacks than pay \$5.00 per drink.
4. Coffee and donuts provided each morning before hospitality room opens.
5. When meetings are in progress provide another room for hospitality.

## APPENDIX V

### SAMPLE REUNION AFTER ACTION REPORT

SUBJECT: After Action Report, Reunion XXXX (location name or city date)

TO:

173d AIRBORNE ASSOCIATION

Attn: President

FROM:

Chapter XX

1. Theme
2. Accomplishments
  - a. Date reunion committee was formed, name of Chairman and members.
  - b. Committee function and job assignments, registration sales, website, guest speaker, advertisement, entertainment, coordination with National, transportation, hotel accommodations, preparation of registration packets, name tags, vendors, tour information, airport pick-ups, golf outing,
  - c. Day-by-day recap of reunion activities.
3. LESSONS LEARNED AND PROBLEM AREAS:
  - a.
  - b.
  - c.
4. RECOMMENDATIONS:

5. FINANCIAL STATEMENTS:

- a. Beginning Balance of checking account \_\_\_\_\_
- b. Deposits:
  - i. Registration Fees \_\_\_\_\_
  - ii. Vendor Tables \_\_\_\_\_
  - iii. Coin Sales \_\_\_\_\_
  - iv. Tour Sales \_\_\_\_\_
  - v. Other Income \_\_\_\_\_

Disbursements (by check #, amount , who/why)

Check # \_\_\_\_\_ amount \_\_\_\_\_ who/why \_\_\_\_\_  
Check # \_\_\_\_\_ amount \_\_\_\_\_ who/why \_\_\_\_\_