**WPPC-MA Event Planning Guidance**

General guidance:

* Goal is to a draft of WPPC-MA event dates at the 1st General Meeting in October, for the leadership team to review/comment/vote. Scheduling process may extend to the 2nd General Meeting in January.
* Once dates are agreed to by the Leadership Team, the Event Scheduler submits the dates to the webmaster for inclusion on this site's schedule page, and works with webmaster to update the website throughout the year with changes and details (e.g., event host, specific times) .
* The Event Scheduler/Planner is responsible for proposing the dates, soliciting volunteers (with help of Leadership team) and securing resources for simple events (e.g., meeting rooms, equipment, etc), but is not responsible to run the event. Securing resources for large events (e.g., tail gate party, holly ball) is handled by a subcommittee of volunteers, not the Event Scheduler
* Try not to pick dates that conflict with major West Point events (e.g., parents weekend, plebe-parent weekend; see official west point calendar), holiday weekends, or other major events (e.g., super bowl)
* This schedule guidance below covers our minimum/traditional events. The Leadership Team may decide year-year to add/subtract events from the annual schedule
* Avoid back-back weekends of major club events, if possible

| **Time Frame** | **Event** | **Scheduling Planning Guidance** |
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| October | 1st WPPC-MA general meeting | Traditionally at 1-3pm on a Sunday. Event Scheduler recruits a Leadership Team member (or club member) to host |
| Yuk Boodle Bash | Same date as above. Traditionally 3-5pm. Guidance is published on our website (links page) on the supplies required |
| November |  |  |
| December | All Service Academy Holly Ball | Usually, the last week of December. A separate committee is formed each year to set the date and plan the ball. Responsibility rotates each year (Navy - Army - Coast Guard - Air Force). On Army years, we establish a sub-committee. On other years, we have a liaison stay in touch with the lead Parent Club coordinating the event. Other than to put this date on our calendar (and encourage attendance), the Event Schedule has no responsibility for this event. |
| Army-Navy football game | This is a moderately involved planning event. This can be managed by the Event Scheduler, or another volunteer. Requires receiving a quotes for a block of hotel rooms in the host city, evaluating best deal, signing the contract, and then overseeing the sign-up process through the year. While the event is in December, planning (quotes/reserving) must start in January due to the popularity of the event. While this is a fun event, it is secondary to our core events (meetings, boodle bashes, firstie celebration, etc). This event is only scheduled if we have a volunteer to coordinate it. Detailed guidance on planning this event is published on our website (links page).  |
| January | 2nd WPPC-MA general meeting | Traditionally at 1-3pm on a Sunday. Event Scheduler recruits a Leadership Team member (or club member) to host. |
| Cow Loan Boodle Bash | Same date as above. Traditionally 3-5pm. Guidance is published on our website (links page) on the supplies required. |
| February | Deployed Graduate Boodle Bash | Similar to a regular boodle bash, but for MA graduates that are deployed overseas. Usually fewer boxes, but larger. Nice (but not mandatory) to seek a host that is a parent of a deployed graduate. The club's Email List Coordinator can provide email addresses of graduate families to help find a volunteer host. Guidance on supplies needed is published on our website (links page) |
| March | WPSNE Founders Day | See WPSNE.org website for date and info. The WPSNE runs the event. No logistics on our part other than to prepare/donate an item for the silent auction, and have 2-3 leadership team members attend, so that they can meet cadet candidates, their parents, and support Q/A about our parents club. The club traditionally seeks a separate volunteer to coordinate the silent auction item. |
| April | 3rd WPPC-MA general meeting | Traditionally at 1-3pm on a Sunday. Event Scheduler recruits a Leadership Team member (or club member) to host. |
| Firstie Celebration | Same date as above. Traditionally 3-5pm. The club recruits volunteers for this event to purchase and gift wrap the Firstie gifts (coin/flag) |
| May |  |  |
| June | Hail / Farewell to Cadet Candidates | Approximately 2 hour meeting at a central location to support cadet candidates and their families prior to R-Day. Need ~3 members of the leadership team to attend, and 1-2 cadets who happen to be summer leave. We usually plan for light/simple refreshments (light breakfast or light lunch items). A donation is often arranges for the facility providing the meeting room (e.g., a church). There are too many attendees for this event to be held at a club member's home. The club's Event Scheduler reserves the facility, handles the donation, and seeks volunteers to attend/coordinate refreshments. |
| June/July | R-Day Table | The club will have a table at Ike Hall for parent club volunteers to greet/console parents after they say their goodbyes. The Event Scheduler contacts Deb Dalton (month before) to reserves the table, and seeks a minimum of two volunteers to attend. If we have no volunteers, the event is not scheduled. Club budget will cover one hotel room for one night, as the start time is too early to allow a drive up that morning. Detailed guidance and recommended supply list is published on our website (links page).  |
| August |  |  |
| September | Football Tail Gate Party | Usually at a September home game. This is a significant event that must be planned and managed by a sub-committee. The Event Scheduler proposes an event date, and seeks sub-committee volunteers at our January club meeting. If there is insufficient interest/volunteers to form the planning sub-committee, the event is not scheduled. There is detailed planning guidance for this event on the links page of the club website. |