

MILPITAS HIGH SCHOOL NJROTC
EVENTS CHECKLIST

***All documents created (OP Orders, Checklist, Forms, Information Doc, etc) must be shared with the Unit Email (njrotcmlpitas@gmail.com)**

(Event Name)													
Date:	Time:												
POC:	Overseer:												
Mandatory Event: (Y/N)	Event Type (Unit/Bonding/Parade):												
Address:													
Goal Of The Event:													
CO/OPS Brief Date: (3 Weeks Before Event)	LT Brief Date: (2 Weeks Before Event)												
Uniform: Navy Service Uniform (Khaki) // Service Dress Blues // PT Clothes // Civilian Clothes													
<table style="width: 100%; border: none;"><tr><td style="width: 60%; vertical-align: top;">Equipment Needed:</td><td style="width: 40%; vertical-align: top; text-align: right;">Person In Charge:</td></tr></table>		Equipment Needed:	Person In Charge:										
Equipment Needed:	Person In Charge:												
Only if Food is Involved:													
<table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><u>Foods</u></td><td style="width: 50%; vertical-align: top; text-align: right;">Person In Charge:</td></tr><tr><td style="vertical-align: top;">Vegetarian option: _____</td><td style="vertical-align: top; text-align: right;">Accounted For Allergies? (circle one): Yes/No</td></tr><tr><td style="vertical-align: top;">Meat options: _____</td><td style="vertical-align: top; text-align: right;">Food Ingredients (common allergies):</td></tr><tr><td style="vertical-align: top;">Neutral option: _____</td><td></td></tr><tr><td style="vertical-align: top;">Fruit: _____</td><td></td></tr><tr><td style="vertical-align: top;">Chips: _____</td><td></td></tr></table>		<u>Foods</u>	Person In Charge:	Vegetarian option: _____	Accounted For Allergies? (circle one): Yes/No	Meat options: _____	Food Ingredients (common allergies):	Neutral option: _____		Fruit: _____		Chips: _____	
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Other Fun Snacks: _____

Fundraising

Person In Charge:

TOTAL event budget: \$ _____

How much money is needed? \$ _____

What will you be doing for fundraising?

When do you plan to have fundraising completed by? _____

Advertisement

Person In Charge:

Who from each platoon is advertising?

What will they say while advertising?

Alfa -

-

Bravo -

-

Charlie -

-

Delta -

-

Echo -

-

Transportation (if needed)

Person In Charge:

Location:

Drive Time:

Organization (add more as needed)

Jobs for Committee:

POC -

XO -

Equipment Lead -

Foods Lead-

Fundraising Lead -

Advertising Lead -

Transportation Lead -

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Due Dates

- ☐ Sign-up sheets - 4 Weeks Before Events
- ☐ Check last year's AAR
- ☐ Team Lead Check Up's should be **daily** (Every 1-2 Days) until the event date
- ☐ Brief Dates - As soon as possible (SNSI/NSI brief should be 2 weeks before the event, CO Brief 3 weeks before)
- ☐ Op Orders - 2 Weeks in Advance
- ☐ Facility forms - 2 (or more) weeks before the event (Get from Front Office)
- ☐ Equipment Brought - Week of Event
- ☐ Foods Brought: 1 - 2 Days in Advance
- ☐ TTO:
- ☐ Day of Event Roles (**BE VERY SPECIFIC**)

Event Timeline

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