



## Founders Day Planning Packet

2018

### **Brief History**

Spring is the season for graduates and other members of the extended West Point Community to gather here and abroad for formal celebrations of the 16 March 1802 establishment of the Corps of Engineers at West Point that would “constitute a military academy.” These celebrations, known as Founders Day Dinners (although some are now lunch or brunch as well), are an early 20th Century phenomenon, probably in imitation of the extended celebration of the Centennial of the Academy in 1902.

The West Point Society of New York claims the first, but some graduates in the Philippines may have held a less formal observance earlier. Formal dinners, however, have a long tradition among graduates and cadets, the most documented examples being the 19th Century reunions and the dinners held in New York City by rising second classmen at the conclusion of their three-month summer leave following successful completion of Yearling year. Many may recall that the arrival of the new second class at

West Point, en masse, was a raucous event that led to the observation that “it sounds like the cows coming home”—and the Cadet slang for second classmen was born.

Now, of course, over one hundred and forty West Point Societies vie for the appearance of the Superintendent, Commandant, Dean or Director of Intercollegiate Athletics at their annual Founders Day event. Deputies and Department Heads also are in demand, while retired general officers and West Point Association of Graduates executives fill out the roster.

Founders Day Dinners are held all over the world including Iraq and Afghanistan.

In all events, the purpose of the gathering is to reaffirm the traditional values of Duty, Honor, Country and a life of service and sacrifice inherent in choosing “the harder right instead of the easier wrong, and never to be content with a half-truth when the whole can be won.”

### **Important Contact Information**

- Primary point of contact: WPAOG Society Support 845.446.1612.
- Society roster: [westpointaog.org/societyadmin](http://westpointaog.org/societyadmin) (you are required to sign in).
- Request your USMA Speaker: online via the link emailed to you by WPAOG (late spring or early fall).
- Parents club contact: USMA Public Affairs Office & WPPC Coordinator: 845.938.5650
- Army Athletics: Ticket Office 845.938.2526
- Other Society Presidents: [westpointaog.org/Societypresidents](http://westpointaog.org/Societypresidents)
- To request a Society logo: [society-support@wpaog.org](mailto:society-support@wpaog.org)
- WPAOG Gift Shop: [westpointgiftstore.com/](http://westpointgiftstore.com/) or call 800.426.4725.
  - *Be sure to mention the Society coupon code “WPS” when placing your order to save 10%.*
- Online event registration: [alumni-events@wpaog.org](mailto:alumni-events@wpaog.org).
- Membership applications: [westpointaog.org/membership](http://westpointaog.org/membership)
- Questions about USMA guest speakers: [vince.mcdermott@usma.edu](mailto:vince.mcdermott@usma.edu).
- To have your event details listed on the online events calendar or event recap posted in *Society News*, please email [society-support@wpaog.org](mailto:society-support@wpaog.org).
- West Point Admissions Regional Commander: [westpoint.edu/admissions/SitePages/Contact.aspx](http://westpoint.edu/admissions/SitePages/Contact.aspx)
- West Point Band music: [usma.edu/band/SitePages/audio.aspx](http://usma.edu/band/SitePages/audio.aspx)
- West Point photos: [flickr.com/photos/wpaog](http://flickr.com/photos/wpaog)
- West Point videos: [youtube.com/user/TheWestPointChannel](http://youtube.com/user/TheWestPointChannel)



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## Program Layout

<p><b>Alma Mater</b></p>	<p><b>The West Point Society (Name)</b></p> <p><b>Crest</b></p> <p><b>Founders Day Location Date</b></p>	<p><b>Speaker Name</b></p> <p><b>Speaker Position</b></p> <p><b>Photo and Biography</b></p>	<p><b>Program and Menu</b></p>
<b>Back</b>	<b>Front</b>	<b>Inside</b>	

## Wording and Music

Music from the West Point Band is available online at [usma.edu/band/SitePages/audio.aspx](http://usma.edu/band/SitePages/audio.aspx).

### Alma Mater

Hail, Alma Mater, dear!  
 To us be ever near,  
 Help us thy motto bear,  
 thru' all the years.  
 Let Duty be well performed,  
 Honor be e'er untarn'd,  
 Country be ever armed,  
 West Point, by thee!

Guide us, thine own, aright,  
 Teach us by day, by night,  
 To keep thine honor bright,  
 For thee to fight.  
 When we depart from thee,  
 Serving on land or sea,  
 May we still loyal be,  
 West Point, to thee!

And when our work is done,  
 Our course on earth is run,  
 May it be said, "Well done.  
 Be thou at peace."  
 E'er may that line of gray  
 Increase from day to day;  
 Live, serve, and die, we pray,  
 West Point, for thee!

### CADET PRAYER

O God, our Father, Thou Searcher of human hearts,  
 help us to draw near to Thee in sincerity and truth. May  
 our religion be filled with gladness and may our worship  
 of Thee be natural.

Strengthen and increase our admiration for honest  
 dealing and clean thinking, and suffer not our hatred of  
 hypocrisy and pretense ever to diminish. Encourage us in  
 our endeavor to live above the common level of life.

Make us to choose the harder right instead of the  
 easier wrong and never to be content with a half truth  
 when the whole can be won.

Endow us with courage that is born of loyalty to all that  
 is noble and worthy, that scorns to compromise with vice  
 and injustice and knows no fear when truth and right are  
 in jeopardy.

Guard us against flippancy and irreverence in the  
 sacred things of life. Grant us new ties of friendship and  
 new opportunities of service. Kindle our hearts in  
 fellowship with those of a cheerful countenance, and  
 soften our hearts with sympathy for those who sorrow  
 and suffer.

Help us to maintain the honor of the Corps untarnished  
 and unsullied and to show forth in our lives the ideals of  
 West Point in doing our duty to Thee and to our Country.  
 All of which we ask in the name of the Great Friend and  
 Master of All. Amen.



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### OFFICIAL WEST POINT MARCH

West Point, at the call,  
Thy sons arise in honor to thee,  
May thy light shine ever bright,  
Guide thy sons aright,  
In far-off lands or distant seas.  
Thy name first above all,  
Through all the years thy motto we will bear;  
We, thy sons as we fight,  
May we strike for the right,  
Alma Mater, ever for thee.

### BENNY HAVENS, OH!

Come fill your glasses, fellows, and stand up in a row.  
To singing sentimentally we're going for to go;  
In the Army there's sobriety, promotion's very slow.  
So we'll sing our reminiscences of Benny Havens, Oh!  
Chorus  
Oh! Benny Havens, Oh! Oh! Benny Havens, Oh!  
We'll sing our reminiscences of Benny Havens, Oh!  
To our kind old Alma Mater, our rockbound highland home,  
We'll cast back many a fond regret as o'er life's sea we roam;  
Until on our last battlefield the light of heaven shall glow.  
We'll never fail to drink to her and Benny Havens, Oh!  
Chorus  
Oh! Benny Havens, Oh! Oh! Benny Havens, Oh!  
We'll sing our reminiscences of Benny Havens, Oh!  
May the army be augmented, promotion be less slow.  
May our country in the hour of need be ready for the foe;  
May we find a soldier's resting place beneath a soldier's blow,  
With room enough beside our graves for Benny Havens, Oh!  
Chorus  
Oh! Benny Havens, Oh! Oh! Benny Havens, Oh!  
We'll sing our reminiscences of Benny Havens, Oh!

### ARMY BLUE

We've not much longer to stay,  
For in a month or two,  
We'll bid farewell to "Kaydet Gray,"  
And don the "Army Blue."  
Chorus  
Army Blue, Army Blue,  
Hurrah for the Army Blue,  
We'll bid farewell to "Kaydet Gray,"  
And don the "Army Blue."  
With pipe and song we'll jog along,  
Till this short time is through,  
And all among our jovial throng,  
Have donned the Army blue.  
Chorus  
To the ladies who come up in June,  
We'll bid a fond adieu,  
Here's hoping they be married soon,  
And join the Army too.  
Chorus  
Here's to the man who wins the cup,  
May he be kind and true,  
And may he bring "our godson" up,  
To don the Army Blue.  
Chorus  
'Twas the song we sang in old plebe camp,  
When first our Gray was new.  
The song we sang on summer nights,  
That song of Army Blue.  
Chorus  
Now fellows, we must say good-bye,  
We've stuck our four years thru,  
Our future is a cloudless sky,  
We'll don the Army Blue.  
Chorus

### THE CORPS

Herbert Shipman (with text amendments of June 2008)

The Corps! The Corps! The Corps!  
The Corps! Bareheaded salute it, with eyes up thanking our God  
That we of the Corps are treading where they of the Corps have trod.  
They are here in ghostly assemblage, the ranks of the Corps long dead.  
And our hearts are standing attention, while we wait for their passing tread.

The Corps of today, we salute you, the Corps of an earlier day.  
We follow close order behind you where you have pointed the way.  
The long gray line of us stretches through the years of a cent'ry told.  
And the last one feels to the marrow the grip of your far-off hold.

Grip hands with us now tho' we see not.  
Grip hands with us strengthen our hearts.  
As the long line stiffens and straightens with the thrill that your presence imparts.  
Grip hands, tho' it be from the shadows while we swear as you did of yore,  
Or living or dying to honor The Corps! and the Corps! and the Corps!



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### **Suggested Sequence of Events and Script**

Although there is no mandatory sequence of events for a Founders Day dinner program, this example, based on the custom of many Societies, is provided to help you plan the basic events of your evening.

The basics are usually observed: a cocktail reception (often termed the Benny Havens hour); the singing of The Corps; a prayer; a meal with toasts to the nation, commander in chief, Army, West Point, significant others, and our fallen comrades; acknowledgement of the Oldest Graduate Present and Youngest Graduate Present; a speech by the Guest of Honor; and the singing of the Alma Mater.

Please help your speakers prepare. At a minimum, please review an outline of their remarks with them. Occasionally, a speaker misjudges his or her audience at Founders Day or expresses a personal opinion that can put a damper on an otherwise wonderful event. It is important to keep in mind that high school students, parents, USMA speakers, local government officials, family members, and others routinely participate in Founders Day events. Consequently, speaking accurately about West Point is important. An opportunity to speak at Founders Day should not be viewed as a platform for personal agendas. So, please be sure to give this matter some attention.

Variants on the theme include the formal posting and retirement of the colors; the playing of the national anthem; a fallen comrade table; various forms of live entertainment; music for dancing; the cutting of a special West Point themed cake; displays of West Point books, photos, cadet uniforms and other memorabilia; the screening of old movies about West Point, the latest video and update from admissions; nametags with Howitzer photos; silent or live auctions of West Point souvenirs and donated items; sales of souvenir items; door prizes; the presence of parents and cadet candidates; and other special activities.

#### **Benny Havens Hour**

*"Attention all old grads. There are 10 minutes until Founders Day dinner. Uniform is: Army or Civilian formal. The menu for dinner is Sirloin Steak or Pasta Primavera, twice baked potato, seasonal vegetables, Founders Day cake, and assorted beverages, 10 minutes remaining!"*

*"Attention all old grads. There are 2 minutes until Founders Day dinner. Uniform is: Army or Civilian formal. The menu for dinner is Sirloin Steak or Pasta Primavera, twice baked potato, seasonal vegetables, Founders Day cake, and assorted beverages, 2 minutes remaining!"*

#### **Introductory Remarks by the Master of Ceremonies**

*"Ladies and Gentlemen, as is echoed from the Poop Deck each day in Washington Hall, "TAKE SEATS!"*

*"Fellow Graduates, Friends of West Point, Ladies and Gentlemen, on behalf of the senior graduate present and the Founders Day Executive Committee, welcome to the 20XX West Point Society of XX Founders Day Celebration.*

*Before we march in the colors, I would like to introduce the head table.*

*Again, our senior graduate present (Class of xx', Class Motto)*

*Our Guest Speaker (Class of xx', Class Motto)*

*Our host tonight (Class of ', Class Motto)*

*Our youngest graduate present tonight is (Class of xx', Class Motto)*

*Also with us is XX from the West Point Association of Graduates.*

*My name is XX, Class of xx' (Class Motto); I will be your Master of Ceremonies tonight.*

*Ladies and Gentlemen: please stand for the posting of the colors.*

*<colors posted>*



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### Invocation / Cadet Prayer

*Please remain standing as, Class of ' (Class Motto) leads us in reciting the Cadet Prayer for our invocation.*

*Cadet Prayer*

### Toasts

*Ladies & Gentlemen, please remain standing for our traditional toasts. Please take a moment to ensure your wine glasses are appropriately charged.*

- Nation  
*Ladies and Gentlemen, I propose a toast to the United States of America.*  
*"To the United States of America."*
- Commander in Chief  
*Ladies and Gentlemen, I propose a toast to the Commander-in-Chief, The President of the United States.*  
*"To the President."*
- Army  
*"Ladies and Gentlemen, I propose a toast to the United States Army."*  
*"To the Army"*
- West Point  
*"Ladies and Gentlemen, I propose a toast to the United States Military Academy."*  
*"To the Academy."*
- The Corps of Cadets (Youngest Grad)  
*"Ladies and Gentlemen, I propose a toast to the Corps of Cadets."*  
*"To the Corps."*
- Fallen Comrades  
*"Ladies and Gentlemen, I propose a toast to our fallen comrades."*  
*"To our Fallen Comrades."*
- The Ladies (Master of Ceremonies)  
*Gentlemen, please seat your ladies. [pause] "Gentlemen, I propose a toast... to the ladies."*  
*"To the Ladies."*

*Gentlemen, please be seated.*

### The Background of Founders Day

*The origins of Founders Day Ceremonies remain obscure. (Actually, it has little to do with the Founders of the Academy at all.) Following the Civil War, graduates from both sides met several times to re-ignite old friendships and help forge the new nation as it moved into the future. Likewise, there are records of graduates meeting in March of 1902 to celebrate the Academy's Centennial while deployed to the Philippines. The first regular celebration of Founders Day, however, is attributed to the West Point Society of New York in March of 1914 at the Waldorf Astoria Hotel. This tradition has continued to the present day, and has expanded to all graduates everywhere—regardless of location, deployments, conflicts, and commitments. Graduates take the time to remember from where they came. So what is Founders Day? Founders Day is an event to celebrate the great school that we are all lucky enough to have been able to attend, to remember those that have fallen in service to the nation, to underscore the contrast of generations through the insights and humor of the oldest & youngest graduates present, and to look into the future—with a knowledge of the past—through the comments of the guest speaker. But mostly, Founders Day is a time to embrace classmates and catch up from our otherwise hectic lives. All of us have distinct memories from our years up on the Hudson. These memories don't fade as it were, but I will submit that the themes and undercurrents change with the passing of years. I found myself very moved this year to watch my classmates get promoted; I also find a stronger and stronger kinship with the Cadets each time I go back and visit West Point. By definition, since you are all here tonight, you are all Gray Hogs. So enjoy this cherished time with your classmates, remember who was in Plebe Math with whom, re-live the stories that made the Funny Papers (and quietly hush through those that did not!). We each spent four years wishing we were somewhere else; tonight is a time to celebrate the great times we actually had there.*

*Ladies & Gentlemen, please enjoy your dinner. I will continue to announce classes for photos as we eat.*

### Dinner

### Cake Cutting Ceremony

*Ladies & Gentlemen, we will now have the Founders Day Cake cutting ceremony. Will the Oldest Grad & Youngest Grad please come forward? <they come forward> The oldest and youngest graduate present will now cut the Founders Day cake; the Oldest Grad, will sample the first piece of cake. He will pass the cake to the youngest grad. The passing of the cake from the oldest to the youngest graduate symbolizes the passing of the history and traditions that is at the heart*



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of West Point. It also signifies the manner in which senior graduates coach & mentor the next generation of Army leaders— who in turn, will one day follow suit.

<Oldest & Youngest Grad cut the cake; wait staff serves to all>

### Short Break

#### Introduction of the Senior Graduate

<Read Oldest Grad Bio>

Ladies & Gentlemen, may I present the senior Graduate present, name, Class of ; Class Motto.

<Senior Graduate Remarks>

Sir, thank you for those great insights and thoughts about West Point. May it be said 'Well Done.'

#### Introduction of the Youngest Graduate.

<Read Youngest Grad Bio>

Ladies & Gentlemen, may I present the youngest Graduate present, name, Class of ; Class Motto.

<Youngest graduate remarks>

xx, thanks for entertaining us with your unique perspective and thoughts for this great day. I hope someday that you are the oldest grad at a Founders Day and get to talk about this very night.

Ladies & Gentlemen, we have heard from our Oldest and Youngest Grads.

I would ask, by a show of hands, who has heard of Sergeant Martin (Marty) Maher. <hands show> Marty Maher was a southy Irishman who emigrated to the US in 1898 and spent the next 56 years as the boxing & swimming coach. As an Academy fixture, Marty Maher encapsulated many of the good things about West Point. During a Congressional inquiry about the status of training at the Academy, he reported: "Well, you see, Mr. Congressman, all West Pointers give their lives for their country...some in battle and some in service, but they all lead & set the example for the Soldiers to follow."

With that, we will sing the Alma Mater.

#### Introduction of the Guest Speaker

Ladies & Gentlemen, the host of tonight's Founders Day Celebration, name, will now introduce our guest speaker.

<Guest Speaker Remarks>

Sir, thank you for those great comments.

I would ask our host (name) to again come forward and present you a small token of our appreciation.

<Host presents the Guest Speaker gift>

Ladies & Gentlemen, we will now take a short break

#### Alma Mater

OK, all graduates who were in the Glee Club or one of the Choirs, please raise your hands. [pause] Please come forward and lead us through the singing of the Alma Mater.

Ladies & Gentlemen, please rise for the singing of the Alma Mater & remain standing for the retiring of the colors.

Alma Mater

<Color Guard retires the colors>

Ladies & Gentlemen, I would be remiss for not thanking a few key people and organizations that have made this night possible. I must also recognize the members of the Founders Day Executive Committee:

This concludes the formal portion of the West Point Society of XX's 20XX Founders Day Celebration. Please remember to take your souvenir.

Please continue the Benny Havens social in the foyer & thank you all for attending, and, Happy Birthday, West Point!

#### Benny Havens Continues



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### Military and Civilian Dress Codes

#### **Men:**

Casual Civilian: Khakis or slacks, polo or shirt with collar  
Casual Cadet: Cadet casual uniform IAW USCC SOP  
Casual Military: ASU B's  
Business Casual Civilian: Slacks, collared shirt (blazer and tie optional)  
Business Casual Cadet: As for class  
Business Casual Military: ASU B's  
Informal Civilian: Khakis or slacks, collared shirt and tie, sport coat or blazer  
Informal Cadet: Dress Gray, White over Gray (summer)  
Informal Military: ASU A's  
Semi-Formal Civilian: Dark business suit, white or light shirt, tie  
Semi-Formal Cadet: Dress Gray  
Semi-Formal Military: ASU A's  
Formal Civilian: Dark suit or tuxedo  
Formal Cadet: Full Dress, India White  
Formal Military: ASU A's, Dress Mess, Army White

#### **Women:**

Casual Civilian: Slacks or skirt with polo or buttoned shirt  
Casual Cadet: Cadet casual uniform IAW USCC SOP  
Casual Military: ASU B's  
Business Casual Civilian: Dress, slacks and jacket, or skirt with blouse/sweater  
Business Casual Cadet: As for class  
Business Casual Military: ASU B's  
Informal Civilian: Business dress, skirted suit, pants suit  
Informal Cadet: Dress Gray, White over Gray (summer)  
Informal Military: ASU A's  
Semi-Formal Civilian: Cocktail dress, knee-length skirt and dressy top  
Semi-Formal Cadet: Dress Gray  
Semi-Formal Military: ASU A's  
Formal Civilian: Long dress or formal pants suit  
Formal Cadet: Full Dress, India White, Cadet Dress Mess  
Formal Military: ASU A's, Dress Mess, Army White

*Note: The Army Service Uniform is currently in transition. For up to date military attire, refer to Army 670-1. Cadets refer to USCC 670-1.*



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## Generic Event Planning Checklist

### Late Summer-Early Fall the Year Before

- Submit a request for a USMA Speaker - Assignments are done through the Directorate of Academy Advancement (DAA) starting with the Leadership team in late November and remaining speakers by the end of January.
- ★ Helpful Hint: Coordinating with other local Societies on dates and speaker requests and submitting your request by the deadline will improve your chances of getting your top speaker.

### Fall-Early Winter:

- Appoint an organizer, committee, and Chaplin.
- Determine type of event and time.
- ★ Helpful Hint: Keep in mind the guests you are inviting. If your Society is primarily younger grads, think about having a fun evening event or offering babysitting services. If your Society is primarily senior grads, consider a day time event such as a brunch.
- Establish a budget and determine high/low numbers.
- Determine and book location (get confirmation or contract in writing).
- Draft a schedule of events.
- Solicit volunteers and provide assignments.
- Present your plan to your Society's Board.
- Notify other parties – other Societies and parent clubs in the area, WPAOG, admissions, etc.
- Establish a publicity game plan.
- ★ Helpful Hint: Share your event details with WPAOG ([society-support@wpaog.org](mailto:society-support@wpaog.org)) so they can post on their online event calendar.
- Arrange for any sponsorship.
- Finalize menu.
- Invitation list (don't forget the Band and Color Guard)
- Submit any applications for Friends of West Point or Associate Members to [membership-services@wpaog.org](mailto:membership-services@wpaog.org).
- ★ Helpful Hint: Early submission of applications will improve the chances of your applications being approved in time for Founders Day presentations. Please provide at least 6 weeks.
- If you requested a USMA speaker, get name and bio for the speaker.
- If you are not requesting a USMA speaker but would like the SUPT video, please contact [Vince.McDermott@usma.edu](mailto:Vince.McDermott@usma.edu).

### Mid-Winter:

- Book all vendors and services in writing.
- Contact your local admissions representative to get information about local cadet candidates at [usma.edu/admissions](http://usma.edu/admissions).
- Design invitations or announcement.
- Setup registration site – contact [alumni-events@wpaog.org](mailto:alumni-events@wpaog.org) if you want WPAOG to set it up. Allow 3 weeks for the site to be setup.
- Write scripts; include introductions of VIPs.
- Purchase decorations – WPAOG Gift Shop discount code is *WPS*.
- ★ Helpful Hint: Deadlines for ordering supplies to support your Founders Day events from the Gift Shop are 6 weeks out for customized/special orders or 4 weeks out for standard orders.

### 8 Weeks Out:

- Request Football tickets from the Athletics Office - 845.938.2526
- Send printed invitations.
- Send out email invite via your Lyris distribution list provided by WPAOG.
- Arrange for a Color Guard.
- Arrange for guest speaker accommodations.
- Order centerpieces.

- Prepare any presentations.
- Order a projector if doing a presentation.
- Assign emcee, toast proposers, and any additional speakers.

### 3 Weeks Out:

- ★ Call all vendors to confirm.
- ★ Provide final details to WPAOG.
- ★ Track expenses and update budget.
- ★ Seating arrangements.
- ★ Walk through every step of the event.
- ★ Notify oldest and youngest grads.
  - ★ Helpful Hint: Ask the oldest and youngest grads to provide their Howitzer photos. WPAOG can scan them for you for a nominal fee if notified 3 weeks in advance.

### 1 Week Out:

- ★ Finalize all arrangements.
- ★ Purchase a thank you gift or make a donation on his/her behalf.
- ★ Print a certificate for the speaker.
- ★ Walk through every step of the event.
- ★ Confirm final numbers.
  - ★ Helpful Hint: Send your attendee roster to [Society-Support@wpaog.org](mailto:Society-Support@wpaog.org). It will be requested for the read-aheads that are prepared for USMA and WPAOG attendees. Providing it early on helps cut down on the number of representatives from USMA and WPAOG requesting it.

### 3 Days Out:

- Nametags (try Avery #5392) and registration/check-in materials.
  - ★ Helpful Hint: If you are requesting Howitzer photos from WPAOG, provide at least 3 weeks. Because of the volume of requests received, Society Services is required to charge a nominal fee to scan and email you the photos.
- Head table/seating assignments.
- Walk through every step of the event.

### Day Before:

- Prepare an event bin: nametags in alpha order, office supplies, blank nametags, production schedule, scripts, guest list, giveaways, and signage.
- Greet guest speaker at the airport.
- Reconfirm the venue and all vendors.
- Walk through every step of the event.

### Day of Event:

- Check venue: temperature, cleanliness, furniture arrangement, signage, restrooms, and sound system check.
- Confirm arrival of all vendors.
- Confirm names of VIPs for script/introductions.
- Get feedback.

### Day after Event:

- Use nametags to establish attendance.
- Send appropriate thank-you notes; include photos.
- Final budget review.
- Update the checklist for next event.

### After Event:

- Send AAR to [society-support@wpaog.org](mailto:society-support@wpaog.org) with photos so they can post on *Society News*.





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## Sample Event Budget Form

This is just a sample. Your budget will vary dependent on the location and style of event. Your event may be as simple or elaborate as you desire (or as your budget allows). Pricing ranges typically between \$15 and \$200.

**Date** \_\_\_\_\_

**Teams** \_\_\_\_\_

**Location** \_\_\_\_\_

**Income**

	# Attending	Per Person	Total
<i>Preregistered (Include the 5% online fee)</i>			
Adults			
Children			
Cadets			
<b>Total</b>			
<i>At the Door</i>			
Adults			
Children			
Cadets			
<b>Total</b>			

**Expenses**

**Administration**

	Quantity	Price Per	Total Cost	Deposit	Amount Outstanding
Programs					
Decorations					
Advertising					
Tickets / Wristbands					
Signage					
<b>Total</b>					

**Benny Havens**

Venue					
Food					
Beverages					
<b>Total</b>					

**Tailgate**

Venue					
	Linens				
	Furniture				
	Other Rentals				
	<b>Total</b>				
Food					
	Per Person				
	Servers				
	Tax				
	Equipment				
	<b>Total</b>				
Beverages					
	Per Person				
	Bar Fee				
	Bartenders				
	<b>Total</b>				

Total Attendees

Total Income

Total Expenses

**Final**

**Reminder that any gifts for the USMA speakers cannot exceed \$20 and cannot be alcohol.**