

# OPEN HOUSE

<b>DATE:</b> _____
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**SPECIAL ACTIVITIES OR GUEST SPEAKERS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2 MONTH PRIOR (HAND OUT FLYERS)

**LOCAL SHOWS/EXPOS/FAIRS/PARADES/AIR SHOWS**

<b>WHAT:</b> _____	<b>WHEN:</b> _____
<b>WHAT:</b> _____	<b>WHEN:</b> _____
<b>WHAT:</b> _____	<b>WHEN:</b> _____
<b>WHAT:</b> _____	<b>WHEN:</b> _____
<b>WHAT:</b> _____	<b>WHEN:</b> _____

## GET STEM KITS

### CALENDARS:

**PRINTED PUBLICATION/NEWSLETTER** \_\_\_\_\_  
\_\_\_\_\_  
**ONLINE** \_\_\_\_\_

## 3-6 WEEKS PRIOR

**PRESENTATIONS (PTA, SCHOOL BOARDS, CAREER DAY, HOMESCHOOL CO-OPS, ETC.)**

**PRESENTATION 1** \_\_\_\_\_  
**PRESENTATION 2** \_\_\_\_\_  
**PRESENTATION 3** \_\_\_\_\_

## 5 WEEKS PRIOR

**BEGIN WRITING YOUR NEWS RELEASE(S)-** \_\_\_\_\_  
**FEATURE CADET** \_\_\_\_\_  
**WHAT DID THEY DO?** \_\_\_\_\_  
**WHY IS CAP IMPORTANT TO THEM?** \_\_\_\_\_  
**HOW DID CAP CHANGE THEIR LIVES?** \_\_\_\_\_  
**WHAT ARE THEY PLANNING FOR THE FUTURE?** \_\_\_\_\_  
\_\_\_\_\_

## ONE MONTH PRIOR

**SEND OUT SOCIAL MEDIA POSTS -**

**HIGHLIGHT EACH OF THE PROGRAMS PLUS OPEN HOUSE 1-4 POSTS PER WEEK**  
**ADD FACEBOOK HEADER**

# ONE MONTH PRIOR (continued)

## POST POSTERS AT LOCAL LOCATIONS (Kroger, library, Walmart, local businesses, etc)

Enlist parents to help distribute at work locations

LOCATION 1 \_\_\_\_\_

LOCATION 2 \_\_\_\_\_

LOCATION 3 \_\_\_\_\_

LOCATION 4 \_\_\_\_\_

LOCATION 5 \_\_\_\_\_

LOCATION 6 \_\_\_\_\_

## 3 WEEKS PRIOR

### SEND OUT NEWS RELEASE

NEWS MEDIA 1 (NEWSPAPER) \_\_\_\_\_

NEWS MEDIA 2 (NEWSPAPER) \_\_\_\_\_

NEWS MEDIA 3 (ONLINE) \_\_\_\_\_

NEWS MEDIA 4 (ONLINE) \_\_\_\_\_

NEWS MEDIA 5 (TV) \_\_\_\_\_

NEWSLETTERS \_\_\_\_\_

### DISTRIBUTE FLYERS:

AT SCHOOL- HAVE CADETS DISTRIBUTE

NEIGHBORHOOD - \_\_\_\_\_

OTHER - \_\_\_\_\_

### PREPARE PRESENTATION (should be cadets) table assignments and slide show presentation

Enlist other squadrons cadets or cadet Wing staff to help if needed

ES - Presentation \_\_\_\_\_

Table \_\_\_\_\_

AE- Presentation \_\_\_\_\_

Table \_\_\_\_\_

LEADERSHIP - Presentation \_\_\_\_\_

Table \_\_\_\_\_

STEM - Presentation \_\_\_\_\_

Table \_\_\_\_\_

CHARACTER DEVELOPMENT - Presentation \_\_\_\_\_

PT - Presentation \_\_\_\_\_

### CHECK POSTER LOCATIONS

PREPARE INVITE LIST

INVITE OTHER SQUADRONS, ORGANIZATIONS, GROUPS

PREPARE SIGNAGE

