

USAFA PARENT CLUB STATE NIGHT COORDINATION CHECKLIST

PARENT CLUB EVENT NAME:

DATE OF EVENT:

Note: Parents Clubs are encouraged to pursue State Night events in the months of September, October, January, and February.

Item #	Action	Completion Date	Notes
1	Select (1) State Night Person in Charge (PIC) to work with USAFA and notify USAFA Parent Liaison & venue POC		
2	Select a Cadet in Charge (CIC) for access after event (if needed to help in secure areas) and notify USAFA Parent Liaison and venue POC. Note: CICs cannot help during school hours unless they have no class and can afford the time away from studying or other duties.		
3	<p>Set Tentative Date with Venue</p> <p>Possible on venues: area code is (719)</p> <p>Arnold Hall: 333-2710/2750</p> <p>HAPS (Arnold Hall) 333-4690</p> <p>Cadet Lodge 333-1539</p> <p>Falcon Club 333-8189</p> <p>Bowling Alley 333-4709</p> <p>Golf Course 333-1005</p> <p>Blue & Silver Club (Stadium) 333-4216</p> <p>Tailgates 472-1895</p> <p>Clune Area 333-6273</p> <p>Doolittle Hall 472-0300</p> <p>Cadet Squadron Day rooms (small clubs) (need cadet escort)</p>		
4	Send USAFA Parent Liaison, USAFA.ParentLiaison@usafa.edu ; 1-877-268-3383 reservation form to coordinate date with Cadet Wing.		

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5	Ensure USAFA Parent Liaison is notified of the following: Total Guests expected: Can Cadet bring guests, if so how many? Invite International Cadets (normally 58)? Invite Prep School Candidates? Invite Senior Leaders? Invite USAFA Staff?		
6	Cadet Wing Coordinated Received by USAFA Parent Liaison		
7	Send USAFA Parent Liaison, USAFA.ParentLiaison@usafa.edu electronic invite to send out to invited guests		
8	Invite sent out by USAFA Parent Liaison		
9	Send Entry Access List (EAL) listing of parents without Military ID cards. (if needed...must have at least 11 people) EAL Information/Timeline: Each event must have a list containing last name, first name, DOB (date of birth), Driver's License Number/State of Issue for the individuals in alphabetical order. Must have 11 people minimum for EAL. USAFA Parent Liaison will sponsor Parent Club events. For foreign nationals passport numbers are required. EALs must be received no later than 6 business days prior to the setup date for 11-100 people (ppl), 10 business days for 101-250ppl, 15 business days for 251-500ppl. Last minutes changes cannot be added to EAL after submission.		

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10	EAL has been submitted to USAFA Pass and Registration by USAFA Parent Liaison		
11	Contact Venue to work out logistics of the event specifics of setup/teardown		
12	Contact USAFA Parent Liaison to send reminder invitation to invitees (if needed)		
13	Work out delivery of decorations, giveaways, or food with vendor, venue or USAFA Parent Liaison as required		
14	Ensure CIC contact USAFA Parent Liaison for Temporary Access Badge (T-Badge) for clean up in secured area Arnold Hall (if needed) Need Cadet Cell phone		
15	CIC returned T Badge to USAFA Parent Liaison		