

Yellow Ribbon Timeline

-60 Days	Register for Yellow Ribbon Event
-45 Days	Order Table Top Event Organizer from Anne Groskreutz, amgroskreutz@gmail.com
-45 Days	Order Give-aways
-45 Days	Make Hotel Reservations
-30 Days	Order STARS in Schools Kits
-7 Days	Print Handouts

Execution

1. **Register for Yellow Ribbon Event.** Each service has its own procedure for these events. To see what events are available, log on to <https://www.yellowribbon.mil>. If the event has closed out, you may be able to register for the event as a Community Partner by contacting the POC for the event.
2. **Order Tabletop Event Organizer:** order from Anne Groskreutz by emailing her at amgroskreutz@gmail.com. She will send it to you, and you must pay to have it shipped back to her (about \$20).

The kit contains.

- 2 Runners with ROA and STARS logos
- 2 Vertical Sign holders w/Signs
- 2 Clipboards w/Sign-up sheet
- ROA Membership QR Code

Order giveaways from roa.org.

50 Misc Give-away items: ROA pens, clips, camera covers, coffee cups, etc.

Order 30 ea. STARS in Schools kits through the [ROA – STARS In Schools Program](#) website. Click on the "Request kits" tab, then scroll down and fill out the form. The request needs to be approved and then they will be sent out to you. Let Anne amgroskreutz@gmail.com know when you order them and she will watch for your request to come through.

Print handouts from roa.org.

- ROA Membership QR code (see next page)
- About 50 paper applications
- 50 copies current Legislative Priorities handout
- 50 copies of latest ROA Accomplishments handout
- 50 copies of ROA Law Center handout

Candy or snacks to attract people!!!

ROA MEMBERSHIP QR CODE

