

Planning Large PA Events



Robert Babezki, District Staff Officer-Public Affairs, 5th District Northern Region

U . S . COAST GUARD AUXILIARY
Fifth District Northern Region



Planning Large PA Events

- **Elected Leader or DSO-PA designates Event Leader**
- **Build a cross unit team to plan and manage event**

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- **Build a schedule for the event**
- **Identify Booth Captain for each day of the event**
- **Booth Captain acts as the Coxswain for the event that day**

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Date	Wed. Feb 4, 2015	Thurs. Feb 5, 2015	Friday Feb 6, 2015	Sat. Feb 7, 2015	Sunday, Feb 8, 2015
Booth Captain	Bill Hartley (Div. 8)	Paul Casalese (Div. 16)	Noreen Schifini (Div. 16)	Frank Stewart (Div. 18)	Bob Babezki (Div. 8)
Activity	First Day of Show	Second Day of Show	Third Day of Show	Fourth Day of Show	Last Day of Show
	Cell: 609-425-2788	Cell: (732) 580-9636		Cell: (609) 969-1678	Cell: 609-384-6225
	Station AC: 609-344-6594	Station AC: 609-344-6594	Station AC: 609-344-6594	Station AC: 609-344-6594	Station AC: 609-344-6594

Time					
10:00 AM	Lou Hahn - Auxiliary Photographer				
11:00 AM	Div. 16: P. Casalese Div. 16: Joe Cocozza	Div 7: Barb Narehood Div 7: Dennis Narehood	Div 17: Harris Brody Div. 16: W. Castagno	Div. 4 : Kathy Spatacino Div. 4: Don Spatacino Div. 13 L. Bianco	Div. 8: Connie Pritchard Div. 8: Ruth Keck-Ryon Div. 8: Jim Ryon
12:00 AM	Div. 8: H. Mayer Div. 8: D. Zanella	Div 7: Jon Bomengen Div 7: Ken Kendall	Div. 16: Paul Casalese Div. 13: J. Maccariella	Div. 8 Stan Friedman Div. 8: Cris Gleason	Div. 7: Lauren Carter Div. 8: Bill Fithian
1:00 PM	Div. 7: J. Reiser Div. 7: D. Champion	Div. 16: Fred Choppy Div. 16: John Morrone Div. 16: Nick Gara	Div. 8: D. Zanella Div. 8: Terri Pierce Div. 8: Gloria Grumbein	Div. 8: Natalee McFeeley Div. 8: Bill McFeeley Div. 8: Bob McFeeley	Div. 8: Charlie Wilkins
2:00 PM		Div. 13: Mike Slepian			
3:00 PM	Div. 8: D. Zanella Div. 8: Tom Morrissey	Div. 16: Bill Castagno Div. 16: Ted Hahula Div. 8: Ron Zuggi	Div. 17: Harris Brody Div. 16: Chris Covello Div. 8: Lois Grimes	Div. 16: Jim McMahon Div. 16: Brian Troy Div. 13: Stan Wojciechowski	Div. 7: Lauren Carter Div. 8: Bill Fithian Div. 8: Charlie Wilkins
4:00 PM	Div. 8: Rich Sampson Div. 8: M. Fitzpatrick Div. 8: M. Goodman		Div. 8: D. Zanella Div. 8: Lou Hahn	Div. 7: Joe Micallef Div. 7: Mike Micallef Div. 8: Fred Rudduck	
5:00 PM					
6:00 PM					
7:00 PM	Div. 8: Paul Becker Div. 8: Diane McVey	Div. 13: Ron Zuggi Div. 8: Sue Wiggins Div. 8: L. Brancato	Div 17: Harris Brody	Div. 13: L. Bianco	Break Down Booth
8:00 PM					

	2- 3.5 Hr. Shifts 1 - 2 Hr. Shift	2- 3.5 Hr. Shifts 1 - 2 Hr. Shift	2- 3.5 Hr. Shifts 1 - 2 Hr. Shift	2- 4 Hr. Shifts 1 - 2 Hr. Shift	2- 3.5 Hr. Shifts
Shift #1	1100 - 1430	1100 - 1430	1100 - 1430	1000 - 1400	1000 - 1330
Shift #2	1430 - 1800	1430 - 1800	1430 - 1800	1400 - 1800	1330 - 1700
Shift #3	1800 - 2000	1800 - 2000	1800 - 2000	1800 - 2000	

Coast Guard	Captain Paul Arnett
Coast Guard	CWO4 Richard Clark

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- **Order necessary materials**
- **Identify all required logistical needs**
- **Set-Up Topical Displays**
- **Establish General rules for the Event**

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- **Identify any available Coast Guard assistance**
- **Notify all local units in vicinity of event**
- **Advertise event at local unit meetings**
- **Coordinate with Event Organizers for Media Coverage**

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- **Ensure all participating members submit a 7030 for the event**
- **Write After Action report and publish it on PA Website**
- **Distribute any leads for follow-up**

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