** **

**EOCR CLASS 22 HOTEL 69**

**50 YEAR REUNION**

**AFTER ACTION REVIEW**

**Event Reviewed**: Attendee Survey and Tracking

**Reviewed By:** Kit Kitson

**Date**: 15 October 2019

**Give A Summary Of Your Area Of Consideration:**

Beginning in March of 2018 our planning team started contacting all former classmates to encourage reunion attendance. It was decided that emails were not personal enough, so we developed platoon call lists. (Appendices # 1 and #2). Each planning team member was assigned several classmates to make personal contact and encourage attendance at the reunion. Once our attendees were identified – a separate email group was created – only for reunion attendees. Constant contact with and tracking of their responses was crucial in planning for the reunion.

One of the many key tasks required for our 50th Reunion was the tracking of attendees and updating reunion attendee status in order to provide accurate headcounts for specific reunion events: transportation, tours, hotel and hospitality accommodations, banquet meals and seating capacity / arrangements. And, most importantly to provide Jim Wilson, OIC Reunion Finance / Budget, with the most current number of attendees in order update the reunion budget based on 55 attendees. Throughout the reunion planning process several excel spreadsheets were utilized to record and monitor the reunion attendee status. The final tracking spreadsheet titled Reconciliation (Appendix #3) consists of **8** attendee status categories:

 1) Deposit Received / Room not booked

 2) Deposit Received / Room booked

 3) Reconfirmed ‘Will Attend” Deposit not received / Room not booked

 4) ‘Will Attend” Not Reconfirmed

 5) Reconfirmed “Not Sure”

 6) “Not Sure” Not Reconfirmed

 7)”Will Not Attend” Confirmed

 8) No Response

As a prospective attendee’s status changed the spreadsheet was updated to monitor our progress to reach our budgeted goal of 50 attendees and our guest room commitment of 84 rooms.

A survey sheet was emailed to all attendees to determine their interest in the optional tours. (Appendix #4). Based on their individual response a consolidated Activities Survey Response spreadsheet (Appendix #5) was developed. This spreadsheet was primarily used to schedule

**Event Reviewed:** Attendee Survey and Tracking **Page 2 of 3**

**Reviewed By:** Kit Kitson

**Date:** 15 October 2019

transportation for Friday’s three tours. (See Individual Review for Tours – Friday Itinerary). Attendees who wanted to tour the White House had to submit individual on line information. .

Separate spreadsheets were created for submission for the groups touring the Pentagon (Appendix #6 , and Capitol (Appendix #7). After submitting that required documentation we received a listing of all those cleared for the tours. Appendix # lists the White House Guest List and Appendix # is a listing of approved Pentagon tourists.

To be of assistance to all attendees (EOCR graduates and their guests) during their stay at the reunion graduates and TACs completed an Attendee Information Form (Appendix 8).It provided the reunion team with the following: Preparing name tags with correct spellings, preferred first name, spouse or guest preferred name, and city & state; Emergency contact information – Name and Phone number; Special Needs- hotel room and transportation accessibility /accommodations, any dietary requirements or restrictions; and Mode of Transportation to the hotel.

During the class registration process, all attendees completed a Registration Form (Appendix #9). The form had each attendee’s name preprinted with columns for Room Number and Cell Phone Number. This form served multiple purposes: (1) it let us know who had registered and who had not, (2) it proved very useful in contacting our attendees either by Room Number (call their room) or cell number (3) case in point – one couple scheduled for the Pentagon Tour did not show (they were tired and went back to their room, but told no one and (4) Jeff Ellis place a copy of his article in “The Patriot” (official magazine of Fisher House Foundation) under each attendees room door. (5) the Registration Form was used to call roll on the bus prior to departing for our Saturday Wreath Laying Ceremony.

At the conclusion of the reunion an EOCR 22Hotel 50th Reunion Attendees Contact spreadsheet (Appendix #10)was prepared and distributed via email to all attendees. It will provide any attendee who missed saying a farewell or finishing a conversation or exchanging contact information the opportunity to do so. This spreadsheet was also used to track the requesting of reunion photo responses. Some attendees did not respond and by default will receive a CD of the photo package. The respondents will receive either a CD or flash drive based on their individual preferences. The spreadsheet also provides the correct mailing address for mailings of CDs and flash drives.

**What Went Well – What Were The Successes?**

The tracking of attendees and reaching the budgeted 50 attendees along with donations

provided the reunion team with the necessary funds to cover all budgeted expenses.

**Event Reviewed:** Attendee Survey and Tracking **Page 3 of 3**

**Reviewed By:** Kit Kitson

**Date:** 15 October 2019

**What Could be Improved and How - Lessons Learned and Recommendations**

**Lessons Learned:**

Higher percentage of 22 Hotel attendees. Out of the 28 attendees (19 from 1st platoon and 9 from 2nd platoon) 23 grads were east of the Mississippi and only 5 grads west of the Mississippi.

**Recommendations:**

In total 22 Hotel has 36 grads west of the Mississippi and 51 grads east of the Mississippi

Future reunions / gatherings to be held in a more centralized location.

A P P E N D I C E S

1. [Telephone Call List For First Platoon - Privacy](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/call_list_-_privacy_-_1st_platoon.xlsx)
2. [Telephone Call List For Second Platoon](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/call_list_-_privacy_-_2nd_platoon.xlsx) - Privacy
3. [Hotel Reconciliation For Deposits and Reservations - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/reconciliation_-_11_apr_19.xlsx)
4. [Initial Activities Survey - 7 May 19](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/activities_survey_-_revised_-_7_may_19.docx)
5. [Activities Survey Responses For Transportation - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/activities_survey_responses_for_transportation_-_with_cancellations.xlsx)
6. [Pentagon Tour Security Responses - Privacy](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/pentagon_tour_security_responses_-_privacy.xlsx)
7. [Capitol Tour Information - 15 Aug 19](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/capitol_tour_information_-_15_aug_19.docx)
8. [Attendee Information Form](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/attendee_information_form.docx)
9. [Reunion Registration Form With Names](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/registration_form_-_with_names.xlsx)
10. [Attendee List With Contact Information - Privacy](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/attendee_list_with_contact_information_-_privacy.xlsx)