

Securing the venue:

- Get in contact with Rita Branham (might also go by the last name Hunter)
 - NOTE: Ms. Branham may not be at the Gateway Club anymore so verify with Mr. Llano first
 - Ms. Branham's phone: (210) 645-7034, ext. 129
 - Catering office phone number is (210) 645-7035
 - Email: rita.branham@us.af.mil
 - Location is Gateway Club at JBSA Lackland
 - Date/Time: 27 Apr 24 from 1100 - 1500 (could be a different time frame so get with Mr. Llano to confirm both the date and time)
 - Once you confirm the date and time for the banquet with Mr. Llano, I recommend calling ms. Branham ASAP by phone and leave your contact information, and say you're with Det 842. She's worked with us before so she knows how this process works)

Getting the Cake:

- PLEASE DON'T FORGET THIS
 - Ask Mr. Llano for more details about this
 - I let this slip over my head last year so don't make the same mistake I made

Luncheon:

- Last year was chicken burgundy, london broil, and vegetarian lasagna
 - Chances are this will be the same as last year
 - Ticket price was \$25 last year, and this might be unchanged for this year
 - Get a venmo going and also setup a money box for cadets to pay their tickets
 - Also get Cadre's meal choices and their guests' meal choices. Mr. Llano will send you this information

Slideshow:

- Slideshow of moments from Fall 2023 to play while cadets are arriving
- Also get a slideshow for senior baby pictures to play later on
- Ask Ms. Branham if the Gateway Club has an HDMI cable to connect to a laptop
 - If not get an HDMI cable as well as an adapter if your laptop doesn't have an HDMI port

POW/MIA Table:

- Get with Honor Guard
- 8 members needed

Base Access:

- Last year, I got the list of cadets who needed base access and their info from Garza since he organized LRCs, so that was one less thing I had to worry about
- For you, I recommend getting the base access list from whoever is organizing LRCs this semester

- You're also going to need to get base access for the guests of cadets who don't have base access, so organize a survey for them to fill out
- The info you need to collect for base access:
 - Name of Guest (Last, First MI.)
 - Date of Birth (DOB)
 - Country of Origin
 - ID Type (ex. Driver's License, State Identification Card, Veteran's Identification Card, Passport/Visa, Permanent Residence Card, US Citizenship and Immigration Services). These must be a valid photo ID and government-issued.
 - ID Number (Number assigned to the ID)
 - Country of Issue (Country where the ID was issued)
 - State of Issue (The state where the ID was issued)
 - Email Address
- You will also need to fill out the Unescorted Base Access form with everyone's information who needs base access
 - Make sure there are enough blocks in the guest information section where everyone's information is filled out (DON'T LEAVE ANY EMPTY BLOCKS. JUST ADD ENOUGH BLOCKS IN ADOBE FOR EVERY CADET/GUEST)
 - Cadre may also be bringing guests who need base access, so make sure you get with Mr. Llano on that so that you can put their names in the Unescorted Access Request (UAR) form
 - Expect to redo this whole form again. Maj Weiland last year sent me an outdated copy of the UAR, and I had to fill out the form again on an updated copy even though it looked exactly the same as the outdated copy
 - Here's a link to the updated UAR Maj Weiland sent me last year that got sent out to Lackland (Open this with Adobe Acrobat)
 - <https://drive.google.com/file/d/1JO89FHLH1MMFJqTqLffte5XYuEW7FjNx/view?usp=sharing>
 - Make sure you get base access done 10 days before the banquet at the latest!

UOD (notes I took last year from meeting with Mr. Llano):

- 200s wearing blues with ties and tie tab
- 100s wearing blue IF THEY HAVE THEM
- Those who don't have UOD, white dress shirt and black pants with black dress shoes (MALE CADETS)
- Female cadets without UOD (TBD)
- Active Officer military guests: mess dress
- Active Enlisted military guests: semi formal OR mess dress
- RETIRED military may wear mess dress or professional business
- Male guests: professional business attire
- Female: modest dress or professional business attire

LLAB Briefing:

- Dining etiquette

- Silverware placement
- Toasting
- POW/MIA
- Accepting awards from Cadre and officers
- My chain (A5/8) will be organizing these slides for you. You're able to edit them but your main focus should be briefing them at LLAB for TW14

MCs:

- Find 2 MCs who will volunteer for the Banquet and have them meet with Mr. Llano to go over the script
- You will also need another MC that will read off the 400s AFSC and Base Assignment