



# THE ORDER OF ST GEORGE OP ORDER TEMPLATE

**Date**

**Operational Order**

**Title**

**Mission:** The Order of St George Priory of the United States of America will *(three para summary)*

**Aim:**

**Location:** TBD.

**Date:** TBD

**Scope:**

This event will be conducted in (number of) phases.

**Phase 1) Preliminary Planning;** to include identification and delegation of taskings and to be completed by six months before the gala date.

	Item	Delegate/Volunteer	Contact Information
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			
k.			
l.			
m.			
n.			



## THE ORDER OF ST GEORGE

**Phase 2) Secondary Planning;** to include scheduling and booking of elements. To be completed by . . .

	Item	Delegate	Contact Information
a.			
b.			
c.			
d.			
l.			
m.			
e.			

**Phase 3) Outreach and Media;** to be completed in two deadlines.

	Item	Delegate	Contact Information
a.			
b.			
c.			
d.			

**Phase 4; Event Set Up**

	Item	Delegate	Contact Information
a.			
b.			
c.			
d.			
e.			
g.			
h.			
i.			
j.			



## THE ORDER OF ST GEORGE

k.			
l.			

**Parking:** As per venue preferences.

**Music:** TBD

**Security:** As per venue preferences.

### Phase 5; Event

	Item	Location	Duration	Delegate	Contact Information
a.					
b.					
c.					
d.					
e.					
f.					
g.					

### Phase 6; Event Clean Up

	Item	Delegate	Contact Information
a.			
b.			
c.			
d.			
e.			

**Phase 7; After Action Reports** From all event planners to be completed and submitted two weeks after the event. Clear, concise, and non-judgmental after-action reports are



## THE ORDER OF ST GEORGE

vital. What worked? What didn't? Were there volunteers who were not members of the Order of St George who should be approached as potential postulants? Suggestions and recommendations.

Prepared for:

By: