

PRE-DEPLOYMENT THINGS TO DO

* Once command contacts CR for pre-deployment

_____ **Respond** back to email asking When, Where, and What Time, try to get more than one date if the command is requesting the CRC 2nd floor auditorium just in case it is already booked on the requested date. Also send out list of providers that the command can request to attend the fair. (located in s-drive under WFL Pre-Deployment 2013)

_____ **Room Reservation** if the command wants to do it at the CRC 2nd floor Auditorium go to the FAST office and schedule the room ASAP. All other spaces IE. Chapel of Hope, Purdy Gym, Ship, is the command's responsibility to reserve. (Always get confirmation slip from FAST that the room is booked). Once everything is confirmed email command back stating that room is confirmed.

_____ **Email** base providers that they have been invited to attend a pre-deployment fair. (Format in s-drive under WFL Pre-Deployment 2013)

_____ **Contact** the command that providers have been invited and to let you know if there are any changes ASAP so you can alert everyone who needs to know.

_____ **Request** From command a working party of 6 to 8 people to help set up room on day of fair, 1 hour before fair starts.

_____ **Room set up** on day of pre-deployment print out room set-up template, and provider table tents in the s-drive WFL pre-deployment (this is the generic set up, command might want special set up.)

_____ **Working Party** is responsible for removing chairs and putting up the tables. Remind the working party that they have to put the room back the way it was so remember how many rows of chairs there was.

_____ **Tables** FFSC tables are located at the FAST storeroom and behind the FFSC couch in WFL. All other tables for initial providers can be brought by command or command can rent them at MWR.

_____ **Table Tents** are placed on tables for providers to see where they are located.

_____ **FFSC Table Set-up** usually we have 2 people during these events, CR and one other to be support. CR should check on how the command is doing and the providers while the other staff member tends to the FFSC table. (try to keep count of people by the use of the Clicker for contact numbers)

_____ **Wrap up** once people stop showing up to the event ask command if you can tell the providers to leave early if it is not the official stop time. Once everyone is gone command working party is required to re-set up the room as it was and take out any trash that is in the trash cans, or left behind.

_____ **Thank** the command either by email or in person for using FFSC for their pre-deployment needs

_____ **Email** providers thank yous and the contact numbers of pre-deployment fair.