



CASCADIA PRIORY – ORDER OF ST GEORGE

Date

Operational Order

Title

Mission: Cascadia Priory, Order of St George 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.			



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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.			



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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



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

Prepared for:

By: