

Bay Pines VA Stand Down for Homeless Veterans

04/08/2017

0900-1400

10000 Bay Pines Blvd.

Bay Pines, FL 33744

Bldg 37 Courtyard

Agenda

- 0600 Setup begins
- 0700 Volunteer Briefing/Exhibitor Registration/Set Up (Forms, Signs...)
 - Exhibitor registration:
 - Inform Exhibitor about marking bracelet
 - Packet of info for day
 - Exhibitor information sheet
 - Copy of layout sheet
 - Marker
 - Name tag
- 0730 Breakfast/ Begin Veteran Registration process/ Homeless Program forms
 - Checklist of needs
 - Canvas bag given
 - Tickets for food/breakfast and lunch
 - Raffle ticket
 - Info about bus passes if needed
 - Hand out wristband – explain that Veterans need to see at least 10
 - Services (8 Sections), receive mark on bracelet, then turn in orange bracelet to DoD Foreman at Tables to pick up surplus
 - Veterans who need escort can be assigned escort

0800 Vendors ready in place

08:30 Participants enter courtyard

0900 Opening Ceremony

Welcome: Blossom Kapper

Presentation of Colors (US Coast Guard Air Station Clearwater)

Pledge of allegiance: (Nicholas Eddy VSO, Pinellas County Veteran Services)

National Anthem: Ms. Beverly Dickerson retired Army

Invocation: Chaplain Francis Malloy

Introduction of speaker: Marco Watson (Case manager MHICM)

Guest Speaker/ welcoming remarks: Suzanne Klinker, Director Bay Pines VAHCS

Announcements: Kelly Anderson (voluntary Service)

Raffle information

No Smoking in the Courtyard or Parking Lot

Bathrooms (Porta Potties across the street)

Food information (breakfast 7:30-10:30, lunch 11-1pm)

Stand Down Court

Showers

See at least 10 providers, and then turn in orange bracelet at DoD tables for raffle and surplus

Suggestion box

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| 1000 | Repeat announcements: Kelly Anderson Smoking area Bathrooms Showers |
| 1000 | First drawing of five bikes (must be present to win & have ten marks on white bracelet) |
| 1030 | Second Drawing of five bikes (must be present to win) |
| 1100 | Lunch/ (MAKE ANNOUNCEMENT) Third drawing of 5 gift cards (must be present to win) |
| 1200 | Four drawing of 5 gift cards |
| 1300 | Registration Closes |
| 1400 | Close event, clean up area |