

# PLAN A RETIREMENT EVENT CHECKLIST

## TIPS FOR GETTING STARTED

1. Coordinate with the Guest of Honor
2. Choose a date and location
3. Accommodate for holidays, platoon working, religious restraints, changing occupancy and other factors
4. Check and clear the date with the master calendar in the LAFD Community Liaison Office at (213) 978-3820 and place the event on the master calendar
5. Finalize location reservations/booking
6. Forward the Weekly Bulletin notice to the LAFD Community Liaison Office no later than 3:00 PM on Wednesday (4 weeks prior to the date of the dinner) to begin publication in the next week's bulletin
7. Notify the Relief Association at (323) 259-5259

**Note:** The retirement badge and "Red Book" will be ordered when the member files for retirement at the Relief.

## **\*\* SAMPLE RETIREMENT PARTY ANNOUNCEMENT \*\***

**Name:** John A. Doe

**Rank/Assignment:** Engineer, F. S. 120 B

**Place:** Oak Room

**Address:** 17000 Ventura Blvd., Encino, CA

**Date:** Friday, January 2, 2013

**Time:** Social Hour 6:30 PM; Dinner: 7:30 PM

**Menu:** Top sirloin & chicken

**Price:** \$45, includes tax, tip & gift

**Reservations:** Call FS 120 at (213) 237 7241

(if applicable) SPOUSES ARE CORDIALLY INVITED

## STEP 1 PUBLISH IT ON LAFRA.ORG EVENT CALENDAR AND THE GRAPEVINE MAGAZINE

- ☐ Submit the announcement online via [lafra.org/retirement-events](http://lafra.org/retirement-events) OR
- ☐ Email the announcement to the Relief office for publication in the Grapevine and LAFRA.ORG at [retirementdinners@lafra.org](mailto:retirementdinners@lafra.org) by the 5th of the month, at least 60 days prior to the date of the dinner.
- ☐ Determine who will write the Grapevine article
- ☐ The article must be forwarded to the Grapevine by the end of the month to be included in the issue two months after (Example: articles turned in Oct. 31 appear in the December issue)
- ☐ The article and accompanying photos can be submitted online or sent to the Editor at [editor@lafra.org](mailto:editor@lafra.org)

## STEP 2 CONTACT FIRE PERSONNEL SERVICES AT (213) 978-3750 FOR:

- ☐ Service Pin
- ☐ Personal Record Book: Guest of Honor's immediate supervisor usually presents it
- ☐ Certificate of Appreciation: A Chief Officer usually presents it

## STEP 3 OTHER POSSIBLE NOTIFICATIONS

- ☐ Other related organizations where the Guest of Honor belongs
- ☐ City Council Member
- ☐ Fire Commission
- ☐ UFLAC

## STEP 4 OTHER PARTY DETAILS

- ☐ Arrange for any other appropriate presentations
- ☐ Determine the number of guests, including non-firefighters
- ☐ If not included in the price, determine nature of gift(s) by talking with fellow workers, family and friends
- ☐ Book a photographer, if needed
- ☐ Determine if an invocation is desired
- ☐ Provide the Master of Ceremonies with a list of speakers so he can arrange the sequence
- ☐ Anyone helping put on the dinner should arrive at least one hour early