

Sample
Unit Drill Preparation
Checklist

Begin at the month prior to drill:

- Reserve rental cars, if needed for field trips or activities
- Reserve galley meals
- Set POM/POD
 - Chain of Command update if needed.
 - Physical training
 - Class training
 - Marching/Drill
 - Color Guard
 - Uniform preparation
- Set staff schedule for drill.
- Arrange for cadet leadership time.
- Cadet & Officer Leadership Lesson for the month
- Add Regional Director to the POM
- Share POM with other close units

Social Media:

- Announce drill 3 weeks in advance.
- Invite to shadow 3 weeks in advance, again 2 weeks in advance.
- Call referrals or social media contacts and invite them to talk about your unit over the phone or video call.
- Blast 3-5 days out on social media with your drill information with a phone number to contact.