

## **RETIREMENT EVENT PLANNING GUIDE**

- Set the time and location.
- Determine price to charge re: dinner, tip and gift.
- Sign contract with facility for dinner and facility use.
- Order tickets, and appoint one person to handle this task.
- Contact Graphic Arts Academy re: Flyers (Picture of Retiree is necessary).
- Flyers printed at Sheriff's Print Shop (Order about 200).
- Send flyers to all Units and Details.
- Send teletype approximately 30 days in advance and send a follow-up teletype reminder later.
- Notify local newspaper re: possible feature article on Retiree (optional). Clear with Sheriff's Headquarters Bureau
- Star News Announcement (Deadline first week of each month) for the following month's issue. Deliver an original flyer to Sheriff Relief Association, 11515 So. Colima Road, Whittier, California 90604
- Notify Sheriff's Relief Association, Professional Police Officers Association, Los Angeles County Employee Retirement Association and other associations for any appropriate presentations.
- Contact Health and Safety regarding: Retirement Badge.
- Select a Master of Ceremonies and work up material.
- Provide free dinner tickets to: Retiree and spouse and other close relatives, i.e., mother, father, children, etc.
- V.I.P.'s invite Retiree's Captain, Commander, and Chief if possible, also consider other V.I.P.'s who might like to attend, also arrange appropriate seating. Notify other retired persons that Retiree would like to invite.

- Solicit letters from appropriate officials (Governor, Board of Supervisors, Local Officials)
- Plan for introduction of distinguished guests.
- Arrange for pictures to be taken at party before and after dinner.
- Flowers - order corsage for ladies Retiree/wife and a boutonniere for males/Retiree.
- Decide on a gift for the Retiree and make a purchase.
- Gift for spouse - possible options are miniature-badge, photo album, etc.
- Pay the bill only on those tickets turned in after the dinner.

**(A) ROSTER OF ASSIGNMENTS**

- I. RETIREE:
  - A. Date retirement became effective.
  
- II. DATE/TIME OF RETIREMENT DINNER:
  - A. Social Hour
  - B. Dinner
  
- III. LOCATION
  
- IV. MENU
  
- V. TICKET PRICE: (\$ \_\_\_\_\_ PER PERSON)
  
- VI. ASSIGNMENTS:
  - A. Planning and budgeting
    - 1.
    - 2.
  
  - B. Master of Ceremonies:
  
  - C. Dinner arrangements:
    - 1. (Chairperson)
    - 2.
  
  - D. Hostesses:
    - 1. (Chairperson)
    - 2.
  
  - E. Treasurer/Co-signers:
    - 1. (Treasurer)
    - 2.
    - 3.
  
  - F. Program arrangements:
    - 1. (Chairperson)
    - 2.
    - 3.
  
  - G. Retirement Badge/s:

- H. Photography:
  - 1. (Chairperson)
- I. Ticket Sales:
  - 1. (Chairperson)
  - 2.
- J. Presentations:
  - 1. (Chairperson)
  - 2.
- K. Ticket and Flyer Arrangements:
  - 1. (Chairperson)
- L. Personal and Departmental History:

**(B) BUDGET OF ANTICIPATED EXPENDITURES**

EXPENDITURES:	AMOUNT
Number of Dinners_____	_____
at \$_____ per dinner.	_____
Badge/s	_____
Invitations	_____
Postage	_____
Gift for honoree	_____
Frame for original announcement	_____
Table arrangements	_____
Flyer and Ticket printing	_____
Film and developing or paid photographer	_____
Photo Album	_____
Flowers/Gift for honoree's wife/husband	_____
Guest dinners	_____
Beverages as per honoree	_____
Guest Register	_____
Bank expenses	_____
Miscellaneous (list below)	_____
TOTAL EXPENDITURES	_____
INCOME FROM TICKET SALES	_____

## (C) ASSIGNMENT DESCRIPTION

- I. PLANNING AND BUDGETING:
  - A. Overall coordinator/s
  - B. Develop budget and affix ticket cost
  
- II. MASTER OF CEREMONIES:
  - A. Develops program and introduces speakers/presenters.
  
- III. DINNER ARRANGEMENTS:
  - A. Secures location and consummates a contract.
  - B. Determines menu.
  - C. Supervises reserved tables
  - D. Secures reserved tables (make schematic of who is sitting at which seat).
  - E. Arranges for table decorations.
  - F. Advises treasurer re: payment.
  
- IV. HOSTESSES:
  - A. Provide ticket sales at door.
  - B. Issue name tags
  - C. Direct guest to reserved seats.
  - D. Purchase and maintains guest registry
  - E. Arranges gifts on gift tables.
  - F. Provides supplies( staples, tape, pens, name, tags, change,money), etc., on retirement night.
  - G. Selects, buys and delivers corsage for retiree's spouse.
  - H. Advises treasurer regarding: costs.
  - I. Develops invitation list (consult spouse) and mails out invitations.
  
- V. TREASURER:
  - A. Opens bank account
  - B. Maintains checking account
  - C. Advises budget/planning on expenditures.
  - D. Issues checks for payment.
  - E. Closes out account and audits final income/expenditures.
  
- VI. PROGRAM ARRANGEMENTS:
  - A. Assists M.C. in developing program content.
  - B. Assists M.C. in determining order
  - C. On night of the dinner, make sure all presenters are present and advised of what sequence they shall appear.
  - D. Determine if there are any "surprise" presenters.

- VII. RETIREMENT BADGE/S:
  - A. Determines historic numbers.
  - B. Consults the retiree on badge arrangement (See samples).
  - C. Initiates' memo to Personnel Services (See samples to order badge/s).
  - D. Arrange with treasurer for payment.
  
- VIII. PHOTOGRAPHY:
  - A. Recruits volunteer photographers or hire a professional.
  - B. Assigns specific tasks to photographer/s.
  - C. Secures photographic material if needed.
  - D. In charge of having film developed.
  - E. Purchase photo albums and arranges pictures in albums.
  - F. Arrange with treasurer for payment.
  
- IX. TICKET SALES:
  - A. Initiates Departmental Broadcast (See sample).
  - B. Recruits ticket sales person
  - C. Give money to the treasurer as soon as possible.
  - D. Accounts for all tickets.
  - E. Contacts local community newspapers and provides retirement information.
  - F. Distributes tickets and flyers.
  
- X. PRESENTATIONS:
  - A. Contacts political bodies or field representatives to secure resolutions:
  - B. State Assembly
  - C. State Senate
  - D. Governor's Office
  - E. Federal Senate, House, and/or President
  - F. Board of Supervisors
  - G. Organizations such as P.P.O.A. and Sheriff's Relief.
  - H. Local Chamber of Commerce
  - I. Professional police organizations such as N.A.P.A., Association of Chief's of Police, etc.
  - J. Prepares a list of those who will make presentations and who they represent.
  - K. Gives list to program arrangements chairman.
  
- XI. TICKET AND FLYER ARRANGEMENTS:
  - A. Hires someone to design flyer.
  - B. Makes arrangements for flyers and tickets to be printed.
  - C. Purchases frame for original flyer.
  - D. Purchases invitations and gives to hostesses chairperson.
  - E. Advises treasurer re: costs.

- XII. PERSONAL AND DEPARTMENTAL HISTORY:
- A. Researches Personnel Bureau's file and unit file.
  - B. Compiles chronological history of assignments (See sample)
  - C. Consults retiree's spouse and personal friends to develop interesting point in career and "little known facts"
  - D. Develops two historic documents
    - 1. "Straight" document for public media and resolutions.
    - 2. "Little known facts", personal faux pas, etc., for M.C. to use.



SHERIFF'S DEPARTMENT BROADCAST

TO: ALL PERSONNEL

(DATE)

ANNOUNCEMENT  
(Name of Facility)

Name of Retiree IS RETIRING AFTER \_\_\_\_\_ YEARS OF SERVICE

WITH THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT.

A RETIREMENT DINNER WILL BE HELD ON Date AT THE (Name of the restaurant),  
(Address of the restaurant)

SOCIAL HOUR WILL BE FROM \_\_\_\_\_ TO \_\_\_\_\_ HOURS AND DINNER AT  
\_\_\_\_\_ HOURS.

TICKETS ARE \$ (Amount) PER PERSON AND ARE AVAILABLE THROUGH THE  
FOLLOWING: (Name of person, bureau, and phone number of person/s selling tickets)

OR CONTACT YOUR DIVISION HEADQUARTERS AIDE.

LEROY C. BACA, SHERIFF

## COMMEMORATIVE BADGES

As part of the (Retirees name) \_\_\_\_\_ Retirement Committee, I would like to order a set of commemorative badges encased in plastic for his/her retirement.

\_\_\_\_\_ Badge numbers are as follows:

Deputy	# _____
Sergeant	# _____
Lieutenant	# _____
Captain	# _____
Commander	# _____
Chief	# _____

Attached is a suggested badge arrangement and engraving. Also, attached are two checks for \$ \_\_\_\_\_ and \$ \_\_\_\_\_ one check made out to Los Angeles County Sheriff to pay for badges and the other check made out to the Encasement Company.