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**SEQUENCE OF EVENTS**

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These represent just a few of the essential activities necessary to accomplish the Region Staff College. The Director and Deputy Director should assign these tasks to the appropriate staff members and monitor progress to ensure the smooth execution of the college.

Prior to student arrival:

1. Establish administrative office.
2. Obtain office supplies.
3. Set up coffee, mess, and procedures for staff and students.
4. Inventory inserts for student notebooks and determine if additional material and/or reproduction is required. If so, obtain.
5. Make staff locator roster.
6. Establish staff bulletin board; staff sign-in/sign-out board.
7. Brief staff on administrative procedures.
8. Set up filing system and make file folders.
9. Prepare preliminary seminar rosters.
10. Prepare preliminary student rosters for in-processing.
11. Obtain cadets (if available) to assist in initial set-up.
12. Establish needed contacts on base/campus.
13. Make arrangements for medical treatment (routine and emergency).
14. Make arrangements for mail pick-up and delivery.
15. Compile student notebooks.
16. Establish financial procedures (including blank receipts and cash box) from finance officer for in-processing.
17. Develop in-processing procedures and set-up location.
18. Make needed signs to direct students to the in-processing area.
19. Make and post organizational chart for college staff.
20. Make chart with instructions for in-processing and post at entrance to the in-processing area.

## ATTACHMENT 16

### In-processing:

1. Verify preliminary student roster against CAP membership card (name, rank, CAPSN, charter number).
2. Ensure student has valid travel orders/military support authorization.
3. Have student fill out Biographical Data Form (Attachment 5), Emergency Notification Data (CAPF 60), and/or Application for Senior Member Activities (CAPF 17), if not previously completed.
4. Obtain course registration fee (if not prepaid) and billeting fees.
5. Obtain guest key for dining-out/banquet guests (if any).
6. Assign room and issue key.
7. Make out vehicle pass, if necessary.
8. If appropriate, make list of all corporate and member-owned aircraft and where parked.
9. Issue student notebook.
10. Inform students of seminar assignment, seminar advisor's name, and where to be for the first scheduled activity.

### After student arrival:

1. Prepare locator list of staff and students, and post in billeting areas.
2. Prepare the final seminar rosters and have them verified for correct name, rank, preferred spelling, initials, etc.
3. Prepare final student and staff rosters by region and wing.
4. Prepare student and staff name and address rosters.
5. Prepare list of no-shows.
6. Obtain staff biographical sketches from information officer and reproduce for student use.
7. Prepare handouts for graduation and dining-out.
8. Prepare graduation certificates and certificates of appreciation, achievement, etc., as required.
9. Prepare dining-out place cards.
10. Obtain and set aside needed student supplies, i.e., typing paper, school letterhead, etc.
11. Make up seating diagram for banquet/graduation.
12. Roster of distinguished visitors and their billeting/transportation arrangements, if any.

