2027 EANGUS Palm Springs Host Committee

Committee Structure & Responsibilities

Purpose

The 2027 EANGUS Palm Springs Host Committee will support the Enlisted Association of the National Guard of the United States (EANGUS) in planning and executing the 2027 Annual Conference in Palm Springs, California.

The Host Committee will work collaboratively with EANGUS staff, Visit Greater Palm Springs (VGPS), conference hotels and venues, the Palm Springs Chamber of Commerce, the California National Guard, community partners, vendors, and volunteers to provide attendees and their families with a professional, organized, and memorable conference experience.

This document establishes the initial Host Committee organizational structure, identifies primary responsibilities, and provides a common planning framework for each functional area.

I. HOST COMMITTEE LEADERSHIP

Conference Chair

The Conference Chair provides overall leadership and direction for the Host Committee and serves as the senior Host State liaison with EANGUS leadership and staff.

Responsibilities

- Provide overall vision and direction for Host Committee activities.
- Maintain regular communication with EANGUS leadership and conference staff.
- Coordinate with VGPS and major community partners.
- Appoint committee POCs and approve Assistant/Alternate POCs.
- Establish priorities, milestones, and planning deadlines.
- Resolve issues that cross multiple functional areas.
- Ensure Host Committee activities remain within approved budgets and authorities.
- Conduct recurring Host Committee planning meetings.
- Ensure continuity between planning and conference-week execution.

Deputy Conference Chair / Operations Chief

The Deputy Conference Chair serves as the Conference Chair's principal assistant and coordinates day-to-day Host Committee operations.

Responsibilities

- Coordinate activities between Host Committee functional areas.
- Maintain the Host Committee master planning timeline.
- Track committee milestones and outstanding requirements.
- Identify issues requiring Conference Chair or EANGUS action.
- Coordinate conference-week Host Committee operations.
- Oversee the Conference Operations Center.
- Act on behalf of the Conference Chair when required.

II. STANDARD COMMITTEE FRAMEWORK

Each committee should identify and maintain the following:

- **Primary POC**
- **Assistant/Alternate POC**
- **EANGUS Staff Counterpart**
- **VGPS/Hotel/Vendor Counterpart, as applicable**
- **Defined Scope and Responsibilities**
- **Budget Requirements and Spending Authority**
- **Volunteer/Manpower Requirements**
- **Equipment and Supply Requirements**
- **Transportation Requirements**
- **Security Requirements**
- **After Action Report**

No mission-critical function should depend upon a single individual. Each committee should have an Assistant/Alternate POC who understands the complete plan and is prepared to assume responsibility if necessary.

III. CONFERENCE COMMITTEES

1. Registration Committee

Purpose

Support EANGUS staff and Palm Springs volunteers with attendee registration and provide a positive initial conference experience.

Responsibilities

- Assist EANGUS staff with attendee check-in.
- Coordinate volunteer staffing during registration hours.
- Assist with distribution of badges, conference materials, welcome items, and other materials.
- Provide basic conference information and directional assistance.
- Develop staffing schedules for peak registration periods.
- Coordinate additional manpower requirements with the Volunteer Coordinator.
- Establish an escalation process for registration issues requiring EANGUS staff action.

EANGUS staff will retain responsibility for official registration records, payments, credentials, and registration decisions.

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2. Welcome Night Committee

Location: Palm Springs Air Museum

Responsibilities

- Serve as Host Committee liaison with the Palm Springs Air Museum, VGPS, and EANGUS.
- Work with VGPS staff to arrange food trucks.
- Coordinate entertainment and activities.
- Coordinate food and beverage flow.
- Develop the overall guest experience and event atmosphere.
- Coordinate tables, signage, waste removal, and event setup.
- Establish transportation arrival and departure locations.
- Coordinate accessibility requirements.
- Coordinate event security requirements.
- Confirm museum access, restricted areas, and event boundaries.
- Develop weather and extreme-heat contingency plans.
- Coordinate setup and teardown requirements.

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3. Junior Enlisted Night Committee

Location: Renaissance Palm Springs Hotel Outdoor Pool

Responsibilities

- Coordinate with hotel staff regarding event requirements.
- Arrange food and beverages.
- Coordinate a DJ and/or other entertainment.
- Ensure all entertainment is family-friendly.
- Coordinate games and activities where appropriate.
- Establish pool and event-space rules.
- Determine swimming availability and associated requirements.
- Address lifeguard requirements, capacity, liability, and alcohol controls.
- Coordinate security and access control.
- Develop weather contingency plans.
- Work with EANGUS Junior Enlisted leadership to ensure the event reflects the interests of junior enlisted attendees and their families.

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4. Local Night Committee (same night as Jr. Enlisted)

Responsibilities

- Work with VGPS and the Palm Springs Chamber of Commerce to identify participating establishments.
- Recruit restaurants, bars, attractions, entertainment venues, and local businesses to provide conference attendee discounts or special offers.
- Establish an easily understood attendee discount program.
- Develop a digital list and/or map of participating establishments.
- Determine how attendees will verify conference participation.
- Coordinate transportation and walkability information.
- Promote participating establishments through approved conference communication channels.
- Consider development of an **EANGUS Palm Springs Passport** or similar program encouraging attendees to visit participating local businesses.

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5. All States Night Committee

Location: Riviera Resort Palm Springs

Responsibilities

- Coordinate with hotel banquet and event staff.
- Work with EANGUS Area Directors and designated Area POCs.
- Establish finger-food menu requirements for each Area.
- Coordinate beverage requirements.
- Develop event floor layout.
- Coordinate tables, electrical requirements, decorations, displays, and signage.
- Communicate hotel requirements regarding outside food, beverages, and decorations.
- Establish setup and teardown schedules.
- Coordinate any judging, competition, or recognition associated with All States Night.
- Ensure Area Directors receive requirements and deadlines well in advance of the conference.

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6. Minuteman Awards Banquet Committee

Responsibilities

- Coordinate the banquet theme and overall guest experience.
- Work with VGPS staff to arrange a Palm Springs/Hollywood-style **red carpet experience**.
- Coordinate actor and actress impersonators.
- Arrange "paparazzi," photographers, and related red-carpet elements.
- Develop guest arrival and red-carpet flow.
- Coordinate dining-room décor.
- Develop and provide decorating guidance.
- Coordinate centerpieces and other visual elements.
- Coordinate with hotel banquet staff.
- Coordinate with EANGUS Awards and Protocol staff.
- Coordinate VIP arrival requirements.
- Develop photo opportunities for attendees.
- Coordinate with the Emcee Team and Sergeant-at-Arms Team.

EANGUS will retain responsibility for the official awards program and program content.

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7. Exhibitor Committee

Responsibilities

- Serve as Host Committee liaison with EANGUS staff and the EANGUS Corporate Advisory Committee/Panel.

- Coordinate with the exhibition floor designer/decorator.
- Assist with exhibitor move-in and move-out.
- Coordinate loading dock and venue access requirements.
- Assist with booth locations and floor-plan requirements.
- Coordinate electrical, internet, shipping, storage, and signage requirements.
- Provide local assistance to exhibitors.
- Coordinate exhibitor hospitality where appropriate.
- Assist in troubleshooting exhibitor issues during conference operations.

EANGUS will retain responsibility for exhibitor contracts, sponsorship agreements, booth sales, and related financial matters.

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8. Transportation Committee

Responsibilities

- Coordinate all VGPS-funded bus transportation.
- Develop and maintain the master transportation schedule.
- Confirm routes and estimated travel times.
- Conduct route reconnaissance prior to conference execution.
- Identify pickup and drop-off locations.
- Provide drivers with route sheets, schedules, and emergency POC information.
- Assign volunteers to major loading locations.
- Develop transportation signage.
- Track transportation during major conference movements.
- Coordinate ADA transportation requirements.
- Develop contingency plans for delays, breakdowns, or route disruptions.
- Coordinate closely with the DG/VIP Committee.
- Assign Bus Captains at major departure points when appropriate.

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9. Distinguished Guest/VIP Committee

Responsibilities

- Work directly with EANGUS DG/VIP staff.
- Maintain Distinguished Guest arrival and departure information as authorized.
- Coordinate airport pickup and drop-off requirements.
- Coordinate transportation between hotels, venues, and events.
- Provide designated drivers as required.
- Coordinate association-funded rental vehicles.
- Coordinate VIP staging and holding areas.

- Assist with Distinguished Guest escorts.
- Coordinate closely with Protocol & Ceremonies, Security, Transportation, and Sergeant-at-Arms personnel.

Any individual operating an association-funded rental vehicle should be designated and approved in advance, with appropriate insurance and rental authorization requirements addressed prior to conference.

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10. Volunteer Committee/POC

Responsibilities

- Work with VGPS staff to advertise and recruit community volunteers.
- Maintain a volunteer roster and contact information.
- Develop volunteer schedules and shifts.
- Assign volunteers based upon committee requirements.
- Conduct volunteer orientation and training.
- Develop volunteer quick-reference materials.
- Establish volunteer check-in procedures.
- Coordinate volunteer shirts, badges, or credentials.
- Maintain a standby volunteer pool.
- Coordinate volunteer recognition and appreciation.
- Provide additional volunteers to Registration, Transportation, Hospitality, and other committees as required.

Each major committee should designate a Volunteer Team Lead when significant manpower is required.

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11. Security & Emergency Management Committee

Responsibilities

- Identify conference events requiring security or access control.
- Arrange security for designated invitation-only EANGUS events.
- Coordinate contract security when required.
- Coordinate with hotel and venue security personnel.
- Establish credential and access requirements.
- Support DG/VIP security requirements in coordination with EANGUS.
- Establish emergency contact and notification procedures.
- Develop lost-child, lost-person, and lost-property procedures.

- Coordinate with local law enforcement, fire, EMS, and emergency management resources when necessary.
- Develop emergency and evacuation procedures for major off-site events.
- Coordinate with Conference Operations regarding significant incidents.

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12. Protocol & Ceremonies Committee

Desired Qualifications

The Protocol & Ceremonies POC should have a **strong background in military protocol, drill and ceremony, and preferably Honor Guard experience.**

Responsibilities

- Serve as the Host State's primary POC for military protocol and ceremonial requirements.
- Coordinate with EANGUS leadership, staff, DG/VIP personnel, Sergeant-at-Arms, Emcees, and conference production staff.
- Arrange and coordinate the **Color Guard for Opening and Closing Ceremonies**.
- Coordinate flags, flag placement, posting and retiring of colors, and other ceremonial requirements.
- Coordinate the National Anthem, invocation, and other ceremonial elements as directed.
- Ensure proper military customs and courtesies are observed.
- Review official party composition and order of precedence.
- Coordinate Distinguished Guest seating and introductions.
- Verify ranks, titles, names, and proper forms of address.
- Assist with Distinguished Guest staging and ceremonial movements.
- Coordinate rehearsals for Opening Ceremony, Closing Ceremony, Minuteman Awards Banquet, and other formal events as required.
- Coordinate with the Sergeant-at-Arms Team regarding speaker escorts and Distinguished Guest movements.
- Develop ceremonial scripts and movement plans in coordination with EANGUS staff.
- Ensure ceremonial participants understand reporting times, uniform requirements, positioning, cues, and responsibilities.
- Conduct a full rehearsal/walkthrough prior to Opening Session.

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13. Sergeant-at-Arms Team

Recommended Staffing: Four members

Uniform Requirement

Members of the Sergeant-at-Arms Team are expected to be in **Service Dress each day of the conference** while performing their official duties.

Responsibilities

- Coordinate with the Protocol & Ceremonies POC and EANGUS program staff.
- Stage Distinguished Guests, VIPs, keynote speakers, and presenters.
- Escort DG/VIP speakers to and from the EANGUS stage.
- Narrate and read guest/speaker biographies as assigned.
- Assist with formal entrances and departures.
- Assist with Distinguished Guest and reserved seating.
- Support ceremonial portions of General Sessions, the Minuteman Awards Banquet, and other formal programs.
- Maintain appropriate military bearing and professional presence.
- Remain familiar with the conference schedule, venue layout, Distinguished Guests, and order of events.
- Attend rehearsals and coordination meetings.
- Support last-minute program or Distinguished Guest changes as required.

The Sergeant-at-Arms Team will fall organizationally under the Protocol & Ceremonies function while working closely with EANGUS staff.

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14. Emcee Team

Recommended Staffing: Two members

Responsibilities

- Emcee awards ceremonies and other programs as assigned.
- Coordinate scripts with EANGUS staff.
- Attend rehearsals.
- Confirm pronunciation of names and titles.
- Coordinate award-recipient staging.
- Maintain appropriate program pacing.
- Coordinate last-minute program changes with EANGUS staff and the stage/program manager.
- Work closely with Protocol & Ceremonies and the Sergeant-at-Arms Team.

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15. Professional Development (PD) Committee

Responsibilities

- Serve as Host State liaison with EANGUS Professional Development staff.
- Assist with PD attendee logistics.
- Support classroom and meeting-room requirements.
- Assist with signage and room locations.
- Coordinate transportation requirements when applicable.
- Assist EANGUS staff in identifying local military speakers, resources, or opportunities when requested.
- Assist with DG/VIP interaction with PD attendees.
- Support EANGUS PD staff during conference execution.

EANGUS PD staff will retain responsibility for the national Professional Development curriculum and program.

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16. Donation & Celebrity Outreach Committee

Purpose

Secure donated goods, services, experiences, and special guest appearances that enhance the conference while leveraging the unique opportunities available through hosting the conference in California.

Responsibilities

- Identify and solicit donations from California businesses, corporations, attractions, sports organizations, entertainment companies, and community partners.
- Solicit donated products, gift cards, experiences, tickets, and other items for approved conference uses.
- Conduct outreach to **California celebrities, athletes, entertainers, actors, musicians, public personalities, and other notable individuals** regarding potential conference appearances.
- Explore participation as guest speakers, award presenters, red-carpet participants, video-message contributors, or special guests.
- Leverage connections through VGPS, the Palm Springs Chamber of Commerce, EANGUS partners, CAL EANGUS members, and the California National Guard community.
- Coordinate proposed guest appearances with EANGUS leadership before making commitments.
- Maintain a centralized tracker of solicitations, contacts, responses, commitments, donations, and estimated values.
- Coordinate receipt, storage, transportation, and use of donated items.
- Ensure appropriate donor and guest recognition.
- Coordinate with EANGUS staff regarding tax-deductibility language, acknowledgment letters, sponsorship conflicts, ethics considerations, and restrictions associated with donations.

- Use approved solicitation language to ensure consistent representation of EANGUS and the Host Committee.

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17. Conference Operations Center

Purpose

Provide a centralized command, control, communication, and problem-resolution function during conference execution.

Responsibilities

- Establish a central Host Committee Operations Center.
- Maintain a master conference schedule.
- Maintain current POC contact rosters.
- Receive and track operational issues.
- Coordinate transportation problems and schedule changes.
- Address volunteer shortages.
- Coordinate responses to venue and logistics issues.
- Track significant DG/VIP changes.
- Coordinate lost and found.
- Coordinate supply and equipment requests.
- Maintain communications with committee POCs.
- Escalate significant issues to the Deputy Conference Chair or Conference Chair.
- Maintain an incident/activity log during conference operations.

The Operations Center should become the primary Host Committee coordination point during conference week rather than requiring individual committees to contact the Conference Chair for routine issues.

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18. Communications, Signage & Conference Information Committee

Responsibilities

- Coordinate Host Committee signage requirements.
- Develop transportation and bus-loading signage.
- Coordinate directional signage at hotels and event venues.
- Develop QR codes, maps, and other attendee information.
- Coordinate approved schedule-change notifications.

- Coordinate with the EANGUS conference app and communications staff.
- Develop volunteer information sheets and quick-reference guides.
- Coordinate Host State information and messaging.
- Ensure signage and attendee information are consistent across conference venues.

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19. Palm Springs Hospitality Committee

Purpose

Provide attendees and their families with local information and a welcoming Palm Springs experience.

Responsibilities

- Establish a Host State/Palm Springs information presence near registration when appropriate.
- Provide information regarding restaurants, attractions, transportation, shopping, and family activities.
- Answer basic questions regarding conference venues and Palm Springs.
- Work with VGPS to obtain maps, visitor guides, and local information.
- Coordinate training and information materials for hospitality volunteers.
- Support the Local Night Committee.
- Assist attendees and families with general local-area questions.

Housing Summary
July 30-August 5, 2027

Day	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Distance To Center
Date	7/30	7/31	8/1	8/2	8/3	8/4	8/5	
Renaissance Palm Springs	70	200	350	350	223	165	125	Attached
Hilton Palm Springs		50	200	200	200	80	80	1 Block
Courtyard by Marriott Palm Springs		5	40	40	40	40	10	3 Blocks
hotel ZOSO		5	162	162	162	162	162	3 Blocks
Hyatt Palm Springs			75	75	75	75	75	4 Blocks
Riviera Resort Palm Springs	40	60	250	250	250	200	175	1.8 Miles
Total Room Block:	110	320	1,077	1,077	950	722	627	
Client Requested Room Block:	62	150	750	750	750	600	512	

IV. FUNCTIONAL ORGANIZATION

To reduce the number of individuals reporting directly to the Conference Chair during execution, committees should be grouped into functional areas.

Operations

- Conference Operations Center
- Transportation
- DG/VIP Transportation
- Security & Emergency Management
- Logistics & Supplies

Events

- Day Zero Welcome
- Welcome Night
- Junior Enlisted Night/Local Night
- All States Night
- Minuteman Awards Banquet

Guest Experience

- Registration
- Volunteer Coordination
- Palm Springs Hospitality
- Communications, Signage & Conference Information
- Exhibitors

Program & Ceremonies

- Professional Development
- Protocol & Ceremonies
- Sergeant-at-Arms
- Emcees

Functional leads may be appointed to coordinate these groups and report significant issues to the Deputy Conference Chair and Conference Chair.

V. MASTER PLANNING MILESTONES

Each committee should develop detailed milestones using the following planning framework.

12+ Months Out

- Appoint primary and alternate POCs.
- Establish committee scope.
- Identify EANGUS and community counterparts.
- Identify major contractual, venue, transportation, and budget requirements.
- Begin Donation & Celebrity Outreach.
- Identify significant risks and long-lead requirements.

9 Months Out

- Establish preliminary concepts for major events.
- Determine volunteer requirements.
- Identify transportation requirements.
- Identify security requirements.
- Begin vendor and community coordination.
- Develop preliminary logistics requirements.

6 Months Out

- Confirm major event concepts.
- Establish preliminary staffing plans.
- Confirm major transportation routes.
- Confirm entertainment concepts.
- Develop initial signage and communications requirements.
- Review committee budgets and outstanding requirements.

120 Days Out

- Conduct detailed committee reviews.
- Confirm vendors and external partners.
- Establish preliminary conference-week schedules.
- Identify unresolved requirements.
- Begin detailed contingency planning.

90 Days Out

- Finalize major operational concepts.
- Confirm volunteer recruitment requirements.
- Confirm transportation schedules.
- Confirm security plans.
- Confirm ceremonial requirements.
- Begin development of detailed event execution plans.

60 Days Out

- Finalize staffing assignments.
- Confirm volunteer schedules.

- Finalize transportation and event logistics.
- Conduct venue walkthroughs where possible.
- Confirm VIP, protocol, and ceremonial plans.
- Confirm equipment and supply requirements.

30 Days Out

- Conduct final committee readiness reviews.
- Publish Host Committee contact rosters.
- Finalize volunteer assignments.
- Finalize route sheets and transportation plans.
- Finalize emergency procedures.
- Confirm all major vendors and partners.
- Confirm rehearsals and walkthroughs.
- Identify remaining contingency requirements.

Conference Week

- Activate Conference Operations Center.
- Conduct committee and volunteer briefings.
- Conduct venue walkthroughs.
- Conduct ceremonial rehearsals.
- Confirm daily transportation.
- Conduct daily Host Committee leadership huddles.
- Track and resolve operational issues.
- Document lessons learned throughout execution.

Post-Conference

- Conduct committee hotwash.
- Collect committee After Action Reports.
- Document lessons learned and recommendations.
- Account for Host Committee property and supplies.
- Ensure appropriate recognition of volunteers, partners, donors, and community supporters.
- Develop consolidated Host Committee After Action Report for future conference hosts.

VI. GUIDING PRINCIPLE

The Host Committee's role is to **support and enhance the EANGUS Annual Conference experience while maintaining clear lines of responsibility between EANGUS, the Host State, VGPS, hotels, venues, vendors, and community partners.**

The goal is not simply to execute individual events, but to create a coordinated Palm Springs experience that welcomes EANGUS members and their families, showcases California and the Greater Palm Springs community, supports the professional mission of EANGUS, and delivers a memorable 2027 Annual Conference.