

MINUTES - Pre-ceremony meeting
Change of Command (CofC) - 12 Jul 02
May 9, 2001

In attendance: Jim Addison, Gayle Boone, Col. Burt, Rea Dutton, Kitty Miller, Julie Morgan, Elena Napolitano

Responsibilities:

Exec Ofc

Rehearsal (day before or morning of)

Flowers for wives

S-all email invitation to Farewell reception, Change of Command Ceremony-DAR reception

RSVP

Invitation list (Rowan's and Julich's invitation list)

Benediction (Col J has chaplain friend)

Rowan's official photo

Provide PAO with VIPs for LOI

Request OD provide rangers (in uniform) to usher

Request PMs to identify and usher VIPs

PAO

Invitations (add email address for easy RSVP)

RSVPs

Mailing

Date printed/delivered/mailed (5 June)

Letter of Instruction (LOI) (no awards during CofC)

Program

Band (let Gayle know band size so she can order approx. stage and tent size)

Color Guard

Benediction

News Release

Media contacts

Rowan's bio/photo

Request for signer

Elevator signs

Continued

LM

Tents (incl. band)
Staging
Table on stage
Chairs
Flags
Decorations
Layout
Lobby receiving line
Traffic flow
Roping for outdoors/receiving line
Fans
Sign-in table/book
Reception (immediately following ceremony, all employees)
Bunting
Provide IM-SR w/map to reception & reservation

IM-SR

Photography/Video
Rowan's official photo
Invitations:
Invitation/RSVP (Add Kitty's email address; and "Please include check w/RSVP in return envelope.") for:
 Farewell Dinner (w/map to reception room)
 Change of Command Ceremony (w/box to check off if attendee wants to make a presentation. Include map to reservation)
VIP (seating) passes- 100 count
Enter Reservation/parking passes
 (Add "Ceremony starts at 10, please be seated by 9:45.")
Elevator signs
Scrap book for Col J
Video of CofC

IM-SE

Podiums
PA system

SS&OH

Parking
Visitor passes
Nurse
Dave Justison and Larry Plaisance to attend future meetings.

