



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, Suite 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMND-MEA-RS

18 November 2011

MEMORANDUM FOR ALL CONCERNED

SUBJECT: ENCLOSURE 2 TO FORT GEORGE G. MEADE WEDDING STANDAES
OPERATING PROCEDURE (SOP) – MUSIC AT CHAPEL WEDDINGS & CLEANING
REQUIREMENTS

1. Music at Chapel Weddings: The instrumentalists listed below have been approved to use the organ at our chapels. You must coordinate directly with the musician for their services and fees. In order to ensure that we assist you with making purchases from the Fund, we are providing to you a list of all the CTOF credit card holders and their work information so that you can make the necessary coordination when it is time for you to purchase on behalf of you chapel or unit.

Organist and Pianists:

Beth Hough:	(410) 551-1224
Reid Keifer:	(410) 757-7657
Donna Ervin:	(443) 454-6565 or (410) 672-2452
Sonyoung Nelson:	(301) 598-2065
Lisa Bussing:	(301) 490-8512

2. In order to satisfy the cleaning requirements as mandated in the wedding SOP, you must contract the authorized cleaning teams directly through: Rose Eastland – (301) 379-5264 (cell), (443) 274-2035 (home); or arrange the services of your own cleaning crew with the understanding that the chaplain assistant on duty will have to verify that the building has been cleaned as mandated in the wedding SOP. Failure to do so will result in you not being given permission to use the chapel facilities in the future. Please note that prior approval to use an alternate cleaning team must be secured by the Garrison Chaplain.

SID A. TAYLOR, SR.
Chaplain (LTC) US Army
Garrison Chaplain

ENCLOSURE 2