



Iraq Victory Party / Cape County Veterans Appreciation Night

- 3/20/12 (9th Anniversary of the Start of Iraq War)
- The Plaza By Rays
- 6:00 – 11:30
 - o Arrival / Registration 6:00 – 7:00
 - o Music 7:00 – 9:00
 - o Program 9:00 – 10:00
 - o Music 10:00 – 11:30
- Primary Contacts
 - o Brian Bollmann
 - 314.882.3327
 - bbollmann1964@gmail.com
 - o Barb Barnard
 - 573.225.3511
 - barnardb@sbcglobal.net

Task (Responsible Person or Possible Contact)	Responsible / Status / Cost	Pri
Contact / Invite the Armed Forces (Active / Veteran) <ul style="list-style-type: none"> - Contact <ul style="list-style-type: none"> o Armory / National Guard <ul style="list-style-type: none"> ▪ Cape (Brian B) <ul style="list-style-type: none"> • Agnes Eilers ▪ Jackson (Elmer L) o Armed Forces Recruiting Center (Barb B) <ul style="list-style-type: none"> ▪ May set up table if young recruitable will be there ▪ Barb B will go back to see if they will donate o AmVets o VFW <ul style="list-style-type: none"> ▪ Cape (Fred B) <ul style="list-style-type: none"> • Meeting 2/20 at 6:30 o Legion <ul style="list-style-type: none"> ▪ Jackson (Elmer L) <ul style="list-style-type: none"> • Brian B / Elmer L Visited / Presented Party Plans • Requested Donation ▪ Cape Post 63 (Fred B) <ul style="list-style-type: none"> • Terry Krass <ul style="list-style-type: none"> o Will present it to his executive committee o Veterans Home (Jan F / Anthony P) <ul style="list-style-type: none"> ▪ Debbie Monroe ▪ Cassie Zeilenga o Veterans Council / Service Center (Brian B) <ul style="list-style-type: none"> ▪ Kevin Colyott: 573-290-5752 ▪ Sid Smith: o ROTC <ul style="list-style-type: none"> ▪ Tom Meyer (Fred B) o DAV o Marine Corp League (Fred B) o Others o Boy Scouts / Girl Scouts - Troop Attire - Welcoming at Front Door - Honor Guard 		1
Entry <ul style="list-style-type: none"> - Pre-Registration / Entry Tickets (Brian B) <ul style="list-style-type: none"> o Eventbrite? <ul style="list-style-type: none"> ▪ Use to reserve a place at the party ▪ No charge for Uniformed Veteran / Active Military + One Significant Other 		1

<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ \$10.00 for non-veterans ○ At the Door? <ul style="list-style-type: none"> ▪ \$10.00 Donations ○ Pre-Sale Tickets - Kids? <ul style="list-style-type: none"> ○ No. 18+ Event - Credentials <ul style="list-style-type: none"> ○ Press ○ Organizers ○ Vendors 																								
<p>Advertising (Let us know where you see advertising, so we can thank them)</p> <ul style="list-style-type: none"> - Logo (Katrina T / Natalie R) <ul style="list-style-type: none"> ○ Flyers <ul style="list-style-type: none"> ▪ Benchmark Printing (Carmen R) ▪ PDQ (Brian B) - TV (Jan F) - Radio <ul style="list-style-type: none"> ○ KZIM – Thank You! ○ KAPE – Thank You! ○ RiverRadio.net / Kirby Ray – Thank You! - Newspaper <ul style="list-style-type: none"> ○ Submit a Story (Brian B) ○ Speakout (Brian B) ○ SEMO Events (Brian B) ○ Print (Mary K) ○ TBY (Brian B) - Web Sites - Billboards (LCD) (Angela S) - Yard Signs - Banners (on street) <ul style="list-style-type: none"> ○ Jackson Mayor (Fred B) ○ Cape Mayor (Fred B) 		2																						
<p>Invite:</p> <table border="1" data-bbox="155 1165 954 1860"> <tr> <td>Chamber Of Commerce (Christine S / Natalie R)</td> <td>Churches</td> </tr> <tr> <td>Convention Visitors Bureau (Christine S)</td> <td>Eagles (Fred B / Dave B)</td> </tr> <tr> <td>Elks (Fred B / Angela S / Silvio O)</td> <td>Jaycees (Brian B)</td> </tr> <tr> <td>KC (Christine R / Silvio O)</td> <td>Kiwanis (Panta B)</td> </tr> <tr> <td>Library (Ruth L)</td> <td>Masons (Christine S)</td> </tr> <tr> <td>Old Town (Barb B / Christine S)</td> <td>Parks (Brian B)</td> </tr> <tr> <td>Rotary (Jim R)</td> <td>SEMO</td> </tr> <tr> <td>March of Dimes</td> <td>United Way</td> </tr> <tr> <td>LFCS (Angela S)</td> <td>Country Clubs (Christine R)</td> </tr> <tr> <td>Hospitals</td> <td>Patriot Guard (Carmen R)</td> </tr> <tr> <td>Red Cross (Natalie R)</td> <td></td> </tr> </table>	Chamber Of Commerce (Christine S / Natalie R)	Churches	Convention Visitors Bureau (Christine S)	Eagles (Fred B / Dave B)	Elks (Fred B / Angela S / Silvio O)	Jaycees (Brian B)	KC (Christine R / Silvio O)	Kiwanis (Panta B)	Library (Ruth L)	Masons (Christine S)	Old Town (Barb B / Christine S)	Parks (Brian B)	Rotary (Jim R)	SEMO	March of Dimes	United Way	LFCS (Angela S)	Country Clubs (Christine R)	Hospitals	Patriot Guard (Carmen R)	Red Cross (Natalie R)			2
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<p>Media (At Event)</p> <ul style="list-style-type: none"> - Logo <ul style="list-style-type: none"> ○ Image Maker (Angela S) 		2																						

<ul style="list-style-type: none"> o Velocity (Jan F / Fred B / Barb B / Brian B) - Program / Booklet <ul style="list-style-type: none"> o PDQ (Brian B) o Benchmark (Carmen R) - Banners (Christine S) - Newspaper (Brian B) - TV <ul style="list-style-type: none"> o TV at event site will play DVD / Blu-ray o TV does not work with laptop - Radio <ul style="list-style-type: none"> o Contact Faune (Brian B) - Photographers (Fred B / Angela S) <ul style="list-style-type: none"> o Entry/Red Carpet photographs with option for purchase o Display pictures on big-screen during event o Charlie Hutchins o Kendra / Simply Stated Photography - Videographers (Brian B) - Large Screen <ul style="list-style-type: none"> o PowerPoint (Brian B) - Single-Use Cameras (Silvio O / Kendra) - Communications (Christine S / Brian B) <ul style="list-style-type: none"> o (Radios w/ Headset for Program Organizers) 		
<p>Notify / Invite</p> <ul style="list-style-type: none"> - Fire Department (Angela S)  <ul style="list-style-type: none"> - Police Department (Angela S) - Security <ul style="list-style-type: none"> o Event Security Guard: \$75.00 - EMT 	<p>Donation Needed</p>	<p>2</p>
<p>Setup</p> <ul style="list-style-type: none"> - Open on Tuesday at 9:00am - Layout / Floor Plan (Christine S / Angela S) <ul style="list-style-type: none"> o Guest Tables o Reserved Tables o Display Tables o Check-In Tables o Center Aisle o Risers - Possible Monday Setup - Flag For Stage Backdrop (Michael T / Jan Y) 		<p>2</p>
<p>Arrival</p> <ul style="list-style-type: none"> - Valet <ul style="list-style-type: none"> o Service Fraternities - Coat Check <ul style="list-style-type: none"> o Access to Coat Hangers just inside door - Wheelchair Access / Assistance (Jim R / Fred B) <ul style="list-style-type: none"> o Service Fraternity / Sorority - Doormen (Jim R) <ul style="list-style-type: none"> o Service Fraternity / Sorority 	<p>Probably No</p> <p>Volunteers Needed</p> <p>Volunteers Needed</p>	<p>3</p>
<p>Name Tags / Credentials / Organization of Attendees / Preparation of Lists of Names to Read (Brian B)</p> <ul style="list-style-type: none"> - Iraq Troops - Veterans - Attendees 	<p>Volunteers Needed</p>	<p>3</p>

<ul style="list-style-type: none"> - Organizational Team Members - Vendors - Staff - Press - Performers <p>Options</p> <ul style="list-style-type: none"> - Laptops / Printers / Server / Database / Name Badges <ul style="list-style-type: none"> o Velocity (Jan F / Fred B / Barb B / Brian B) 		
<p>Activities</p> <ul style="list-style-type: none"> - Police Simulator (Brian B) <ul style="list-style-type: none"> o \$500.00 to bring such a distance - Silent Auction - School Art Projects (Carmen R) - Other 	<p>No</p> <p>Volunteers Needed Volunteers Needed Volunteers Needed</p>	4
<p>Giveaways:</p> <ul style="list-style-type: none"> - 50:50 Drawing <ul style="list-style-type: none"> o Tickets (Barb B) - Door Prizes <ul style="list-style-type: none"> o Tickets (Barb B) - T-Shirts - SWAG Bags 	<p>Volunteers Needed</p> <p>Volunteers / Donations Needed</p> <p>Volunteers Needed Volunteers / Donations Needed</p>	4
<p>Decorations</p> <ul style="list-style-type: none"> - Balloon Drop <ul style="list-style-type: none"> o Ray's: Labor / Balloons / Cleanup <ul style="list-style-type: none"> ▪ Younghouse (Christine S) o Balloons are a prize? o 4-Balloon Air Machine (Christine S) o Big Trash Bags (Fred B) - Streamer Cannon / Streamers (Brian B) - Centerpieces (Christine S) - Ceiling / Walls <ul style="list-style-type: none"> o Red / Blue Lights for Back - School Art Contest (Christine S) - Ice Sculpture <ul style="list-style-type: none"> o Mark Dirnberger? (Christine S / Brian B) - Stage Backdrop (Flag) <ul style="list-style-type: none"> o Sikeston Tea Party (Pam Y) 	<p>Volunteers Needed</p> <p>Volunteers Needed Volunteers Needed Volunteers Needed Volunteers Needed</p> <p>Volunteers Needed Thanks Sikeston Tea Party</p>	5
<p>Flags</p> <ul style="list-style-type: none"> - American (Tom Y) - Missouri (Brian B) - County <ul style="list-style-type: none"> o Contact Clint Tracy (Brian B) - SEMO Cities (Brian B) - Service Organizations / Fraternities 	<p>Volunteer / Donation Needed Volunteer / Donation Needed</p> <p>Volunteer / Donation Needed</p>	5
<p>Lighting</p> <ul style="list-style-type: none"> - Ceiling Projectors <ul style="list-style-type: none"> o Contact Michael Toeniskoetter (Brian B) 	<p>Volunteers Needed</p>	5
<p>Pictures / Power Point / Video</p> <ul style="list-style-type: none"> - Deployment Activities - Lost Friends - Heroes 	<p>Volunteers Needed Volunteers Needed Volunteers Needed</p>	5
<p>Tables</p> <ul style="list-style-type: none"> - Proclamations 		5

<ul style="list-style-type: none"> o Local Mayors <ul style="list-style-type: none"> ▪ Cape (Fred B) <ul style="list-style-type: none"> • Harry Rediger happy to do Proclamation o City Council o MO Legislature <ul style="list-style-type: none"> ▪ Donna Lichtenegger (Brian B) o Governor o Other - Constitutions (Mary K) - Veterans Resources - Troops Activities - Sponsorship Tables By Vendors 	<p>Volunteers Needed Volunteers Needed Maybe</p>	
<p>Cash Bar (Open Bar for Troops / 3)</p> <ul style="list-style-type: none"> - Can accept Beer / Wine Donations <ul style="list-style-type: none"> o Beer <ul style="list-style-type: none"> ▪ Kohlfeld's 	<p>Thank You</p>	<p>6</p>
<p>Food</p> <ul style="list-style-type: none"> - Required to be Rays? No <ul style="list-style-type: none"> o No Kitchen Facilities on Site - Food Donations <ul style="list-style-type: none"> o Heavy hors d' oeuvres <ul style="list-style-type: none"> ▪ Deli Sandwich ▪ Toasted Ravioli ▪ Southwest Rolls / Egg Rolls ▪ Cheese Balls / Crackers / Chips / Dips ▪ Vegetable Trays / Meat Trays ▪ Hot Wings o Cakes / Desserts (Barb B) <ul style="list-style-type: none"> ▪ Flag - Drinks <ul style="list-style-type: none"> o Coffee / Tea / Soda / Water <ul style="list-style-type: none"> ▪ Culligan's Water Machine(s) - Ice Cream Machine - Chocolate Fountain (Christine S) - Champagne (Toast)? <ul style="list-style-type: none"> o Logistical nightmare? Table w/ glasses pre-filled? - Plates / Silverware / Napkins - Ice Cream Bars 	<p>Volunteers Needed Volunteers Needed Volunteers Needed Volunteers Needed Volunteers Needed Volunteers Needed</p> <p>Volunteers Needed</p> <p>Volunteers Needed Thank You Culligan's Volunteers Needed Volunteers Needed No</p> <p>Ray's / Donation Needed</p>	<p>6</p>
<p>Program (Brian B)</p> <ul style="list-style-type: none"> - Invocation - Honor Guard <ul style="list-style-type: none"> o Active and Retired Group - Pledge of Allegiance - Song: God Bless America - Recognize Lost Troops - Recognize Attending Troops <ul style="list-style-type: none"> o Iraq Ribbons / Pins - Declare Victory! - Balloon Drop - Toast? - Streamers - Recognize Vendors / Supporters - Song: God Bless the USA 		<p>7</p>
<p>Designated Drivers w/in Cape County (Fred B / Angela S)</p> <ul style="list-style-type: none"> - Cabs - CTA - BART - VIP Industries (Barb) 	<p>Volunteers Needed Volunteers Needed Volunteers Needed Volunteers Needed</p>	<p>9</p>

<ul style="list-style-type: none"> - School Buses - Church Buses 	<p>Volunteers Needed</p> <p>Volunteers Needed</p>	
<p>Attire:</p> <ul style="list-style-type: none"> - Suits - Dresses - Uniforms 		999 Cmp
<p>Big Band / Music</p> <ul style="list-style-type: none"> - Saxy Jazz (Barb B) <ul style="list-style-type: none"> o \$1000 - Steve McFeeders - Municipal Bands <ul style="list-style-type: none"> o Cape o Jackson <ul style="list-style-type: none"> ▪ Scott Vangilder - High School Jazz Bands <ul style="list-style-type: none"> o Jackson o Cape (Brian B) <ul style="list-style-type: none"> ▪ Small groups in band department ▪ Contacted Josh LaMar; time not available to practice up o Other - SEMO Bands are on Spring Break - Jerry Ford (Brian B) <ul style="list-style-type: none"> o Not Available but checking for alternate options - Sound System <ul style="list-style-type: none"> o Gent from Perryville will bring sound system for his expenses: \$125.00 (Elmer L) - Mike Smith & The Runaways - Notes <ul style="list-style-type: none"> o Army / Navy / Etc Theme Songs / Medley 		999 Cmp
<p>Donations</p> <ul style="list-style-type: none"> - Make Checks Payable To: <ul style="list-style-type: none"> o Iraq Victory Party o Cape County Tea Party - Treasurer (Jeannie Hinck) - Sponsorships (By 3/1/12) <ul style="list-style-type: none"> o See Sponsorship Document - All sponsors must be approved by IVP Organizational group 		999 Cmp
<p>Emcee / Speaking</p> <ul style="list-style-type: none"> - Neal Boyd - Gary Sinese (Brian B) - USO Girls / Guys - Military Member / Commander - Kids (to read names) - Other Local Celeb 	<p>Agreed to Sing / Speak</p> <p>Contacted</p>	999 Cmp
<p>Enlist Party Planner</p> <ul style="list-style-type: none"> - Amy @ Rental Land? - Show-Me Rentals (Sikeston)? - Frank Trankler (573-243-6711)? - Janet Sanders (573-275-0458)? - Christine Simmons (573-450-1408) - Show-Me Center? - Old Towne Cape? 		999 Cmp
<p>Fireworks?</p>	<p>No</p>	999 Cmp
<p>Permits / Insurance</p> <ul style="list-style-type: none"> - Alcohol permit: \$30.00 - Insurance - Other 	<p>Donation Needed</p> <p>Complete</p>	999 Cmp

Proceeds - Wounded Veterans		999 Cmp
Review Alternate/Additional Locations - VFW Cape (Fred B) o 400 w/o dance floor - Arena Cape (Fred B) o 1200 - Osage Cape (Jeannie H) - Armory Cape (Archie B) - Eagles (Barb B) - The Venue (Anthony P) o 1100 / \$800.00		999 Cmp
Secure Party Location (Brian B) - The Plaza By Ray's o 3257 William St. o Cape Girardeau, MO 63701 - Additional Room's Available	Complete \$200-ish	999 Cmp
Treasurer (Jeannie H)	Assigned	999 Cmp

999 Cmp = Complete / Unnecessary