



# *88<sup>th</sup> Regional Support Command*



## Army Strong Community Center Ceremony

Clackamas Community College

8MAY11



# ASCC – Ceremony Event Schedule (3 Days)

Coded 05.10.11-Handout #3



## ASCC Ceremony Schedule

## ASCC Ceremony Schedule

### Thursday, 12 May 2011

<u>Time</u>	<u>Event</u>
0900-1200	<b>Clackamas Community College IPR:</b> - COMMUNITY CENTER RM 126 - ALL PARTICIPANT LEADS

### Friday, 13 May 2011

<u>Time</u>	<u>Event</u>
1100-1200	<b>Clackamas Community College IPR (FINAL):</b> - COMMUNITY CENTER RM 126 - COLLEGE STAFF, ASCC TEAM, INVITED
1300-1400	<b>Ceremony Facilities Set Up:</b> - ASSIST WITH CEREMONY SET UP
1400-1800	<b>Ceremony Rehearsal:</b> - READING OF SCRIPT NARRATIVE - COMPLETE SET UP OF FACILITIES - LAYOUT SEATING CHART - RESERVE PARKING LOT SPOTS - COORDINATE WITH CONTRACTED VENDOR(S) - COLOR GUARD COORDINATION - BRIEFING OF SUPPORT PERSONNEL - LAYOUT CAMPUS TEMPORARY SIGNAGE - BRIEFING ESCORT PERSONNEL - CONFIRM NEXT DAY DELIVERIES - ADDRESS SECURITIES ISSUES - CONFIRM VISITATION/BRIEFING/INTERVIEW ROOMS -

### Saturday, 14 May 2011

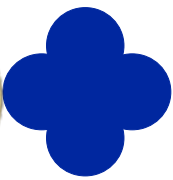
<u>Time</u>	<u>Event</u>
0630-0700	Facilities Open
0730-0800	Support Personnel Ceremony Briefing
0900-0930	VIP Arrivals
0900-1000	Vendor Displays – Early Arrivals
1000-1215	<b>Ceremony:</b> - ARRIVAL OF THE OFFICIAL PARTY - POSTING OF THE COLORS - NATIONAL ANTHEM - PLEDGE OF ALLEGIANCE - INVOCATION - POEM READING - OFFICIAL PARTY REMARKS - RECOGNITION OF VOLUNTEERS - COMMUNITY COVENANT SIGNING - EMPLOYER PARTNERSHIP SIGNING - ASCC RIBBON CUTTING - BENEDICTION - THE ARMY SONG - RETIRING OF THE COLORS - DEPARTURE OF THE OFFICIAL PARTY - CONCLUSION
1220-1230	<b>Post-Ceremony Events:</b> - ASCC CAKE CUTTING
1230-1400	<b>Gregory Forum (Ceremony Site)</b> - BRAKE DOWN AND CLEAN UP OF BUILDING
1230-1600	Reception/Vendor Displays
1600-1800	<b>Niemeyer Center (Reception Site)</b> - BRAKE DOWN AND CLEAN UP OF BUILDING



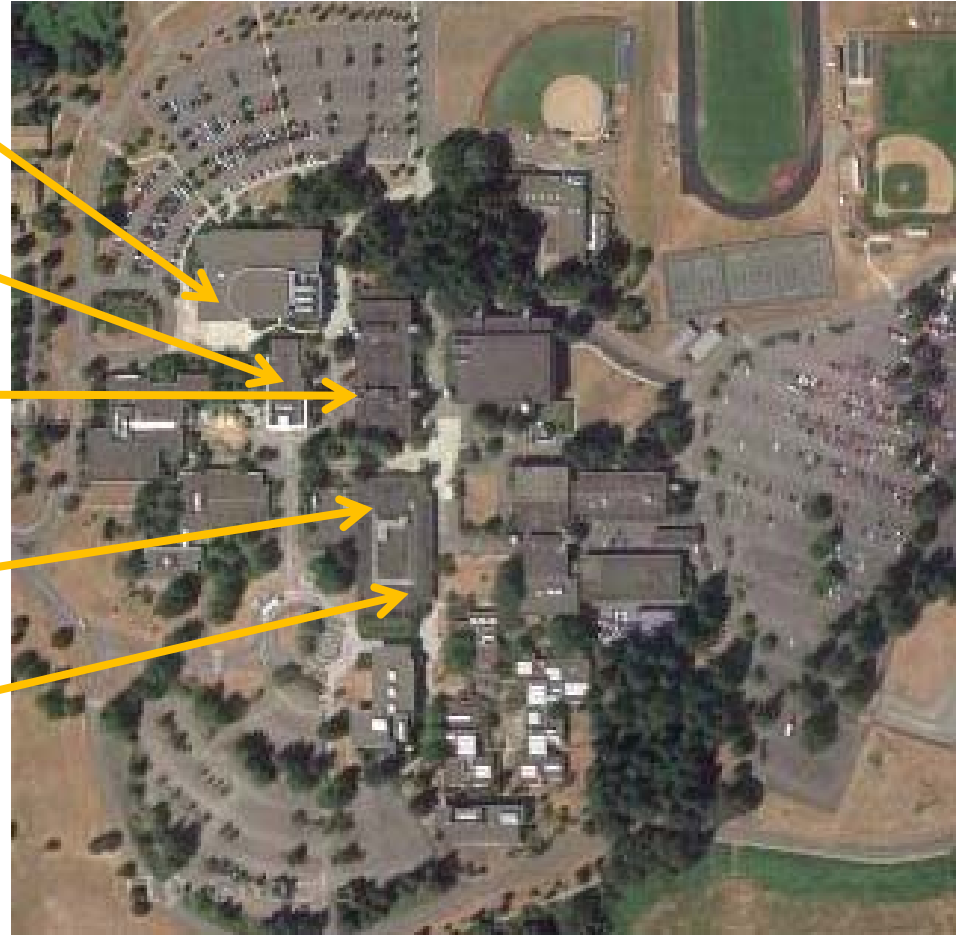
# ASCC – Clackamas

## Site Location

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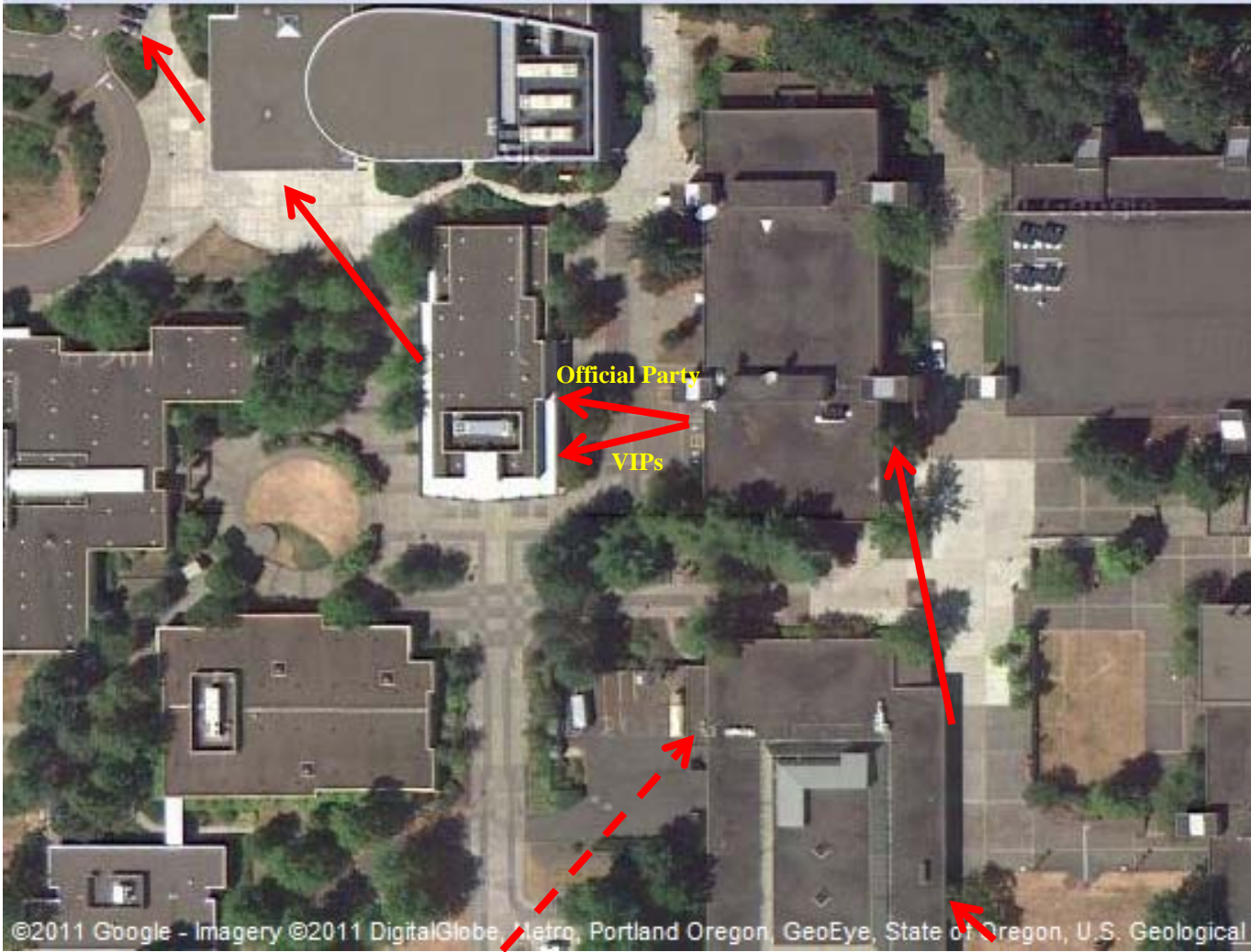
- Niemeyer Center  
(Reception)
- Gregory Forum  
(Ceremony)
- McLoughlin Hall  
(Briefing Room)
- Community Center  
(VIP Reception)
- ASCC Office





# ASCC – Clackamas VIP Movement

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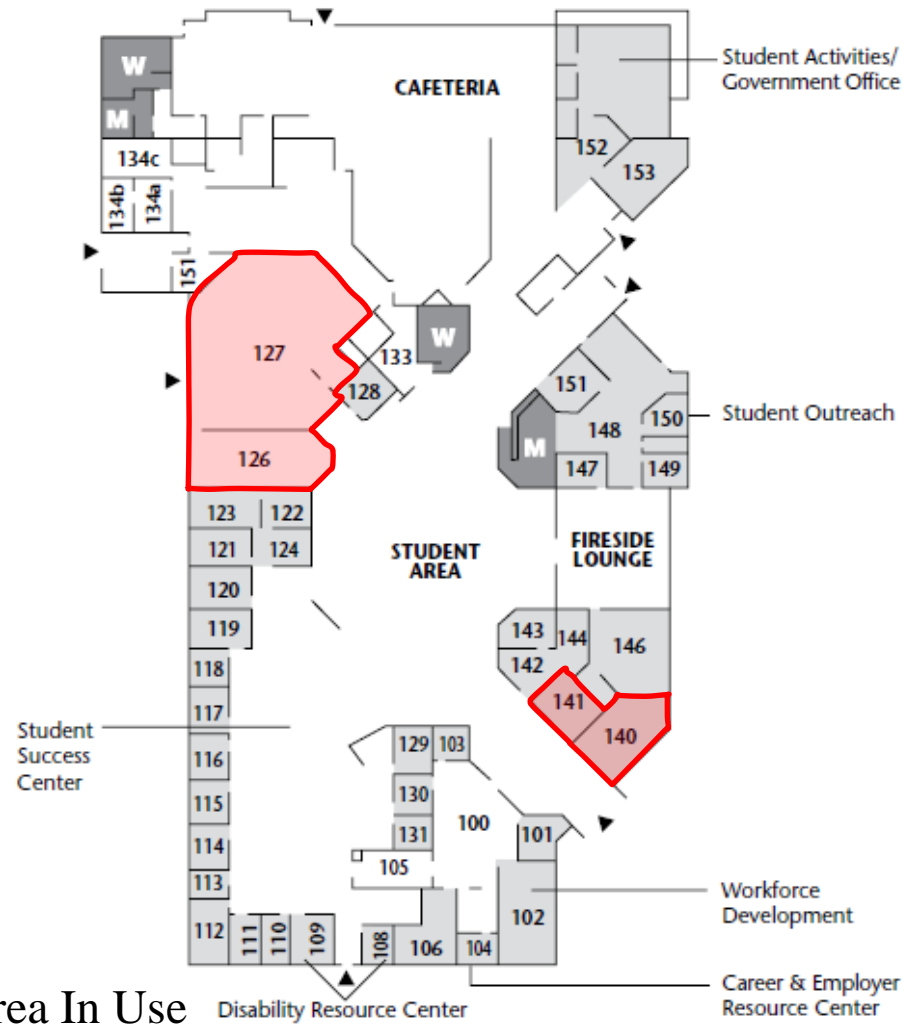
# ASCC – Ceremony Community Center Set Up

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- VIP Reception Set up
- Furniture Arrangement
- Audio/Video Set up
- Snacks and Drinks
- Umbrellas Available

## BILL BROD COMMUNITY CENTER







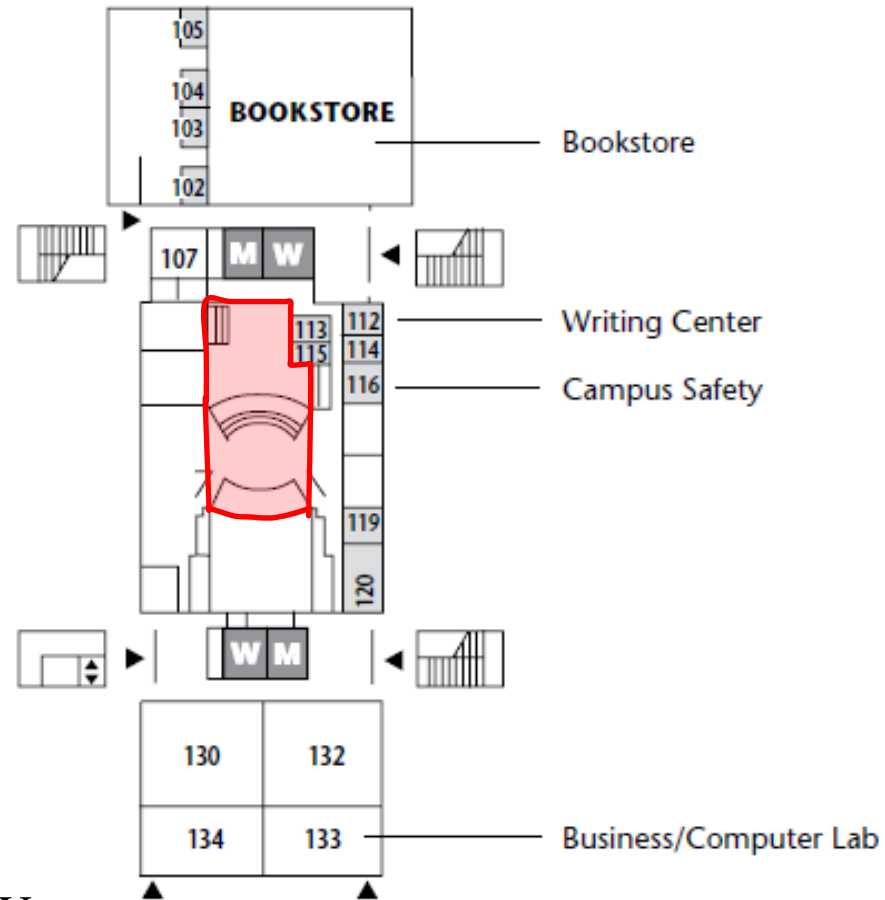
# ASCC – Ceremony McLoughlin Hall Set Up

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- Beverage Tables
- Audio/Video Prep
- Seat Placards
- Guests Overflow

## McLOUGHLIN HALL



Area In Use



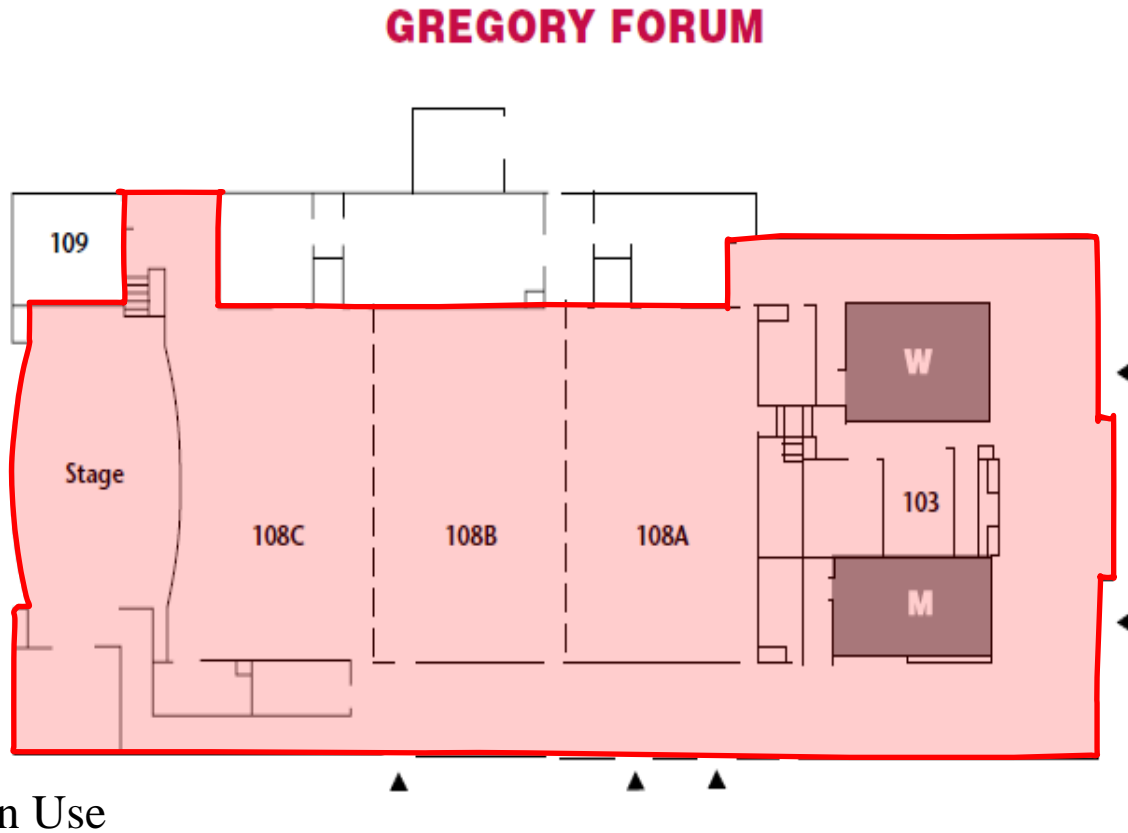
# ASCC – Ceremony

## Gregory Forum Set Up

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- Chair and Stage Set Up
- Flag Stands and Flags
- Stage Backdrop
- Media Areas
- Band Area Prep
- Seat Placards
- Vendor Set up



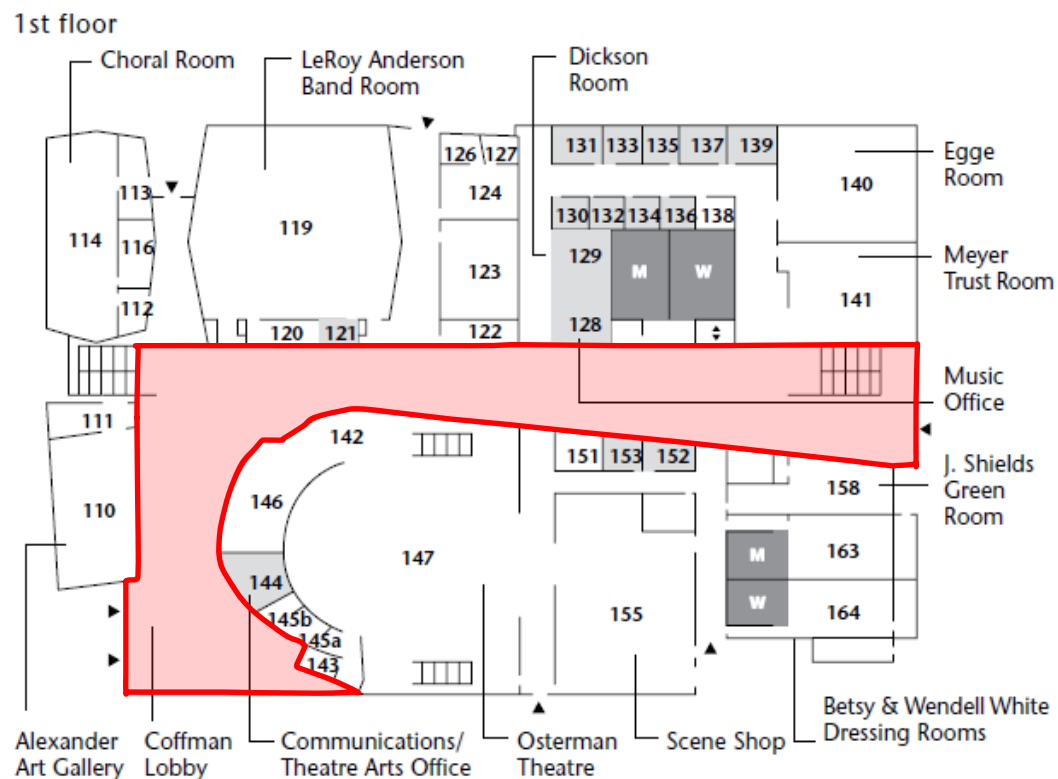


# ASCC – Ceremony Niemeyer Center Set Up



- Cake Ceremony Set up
- Furniture Arrangement
- Art Show Open
- Band Area Prep
- Vendor Overflow

## NIEMEYER CENTER

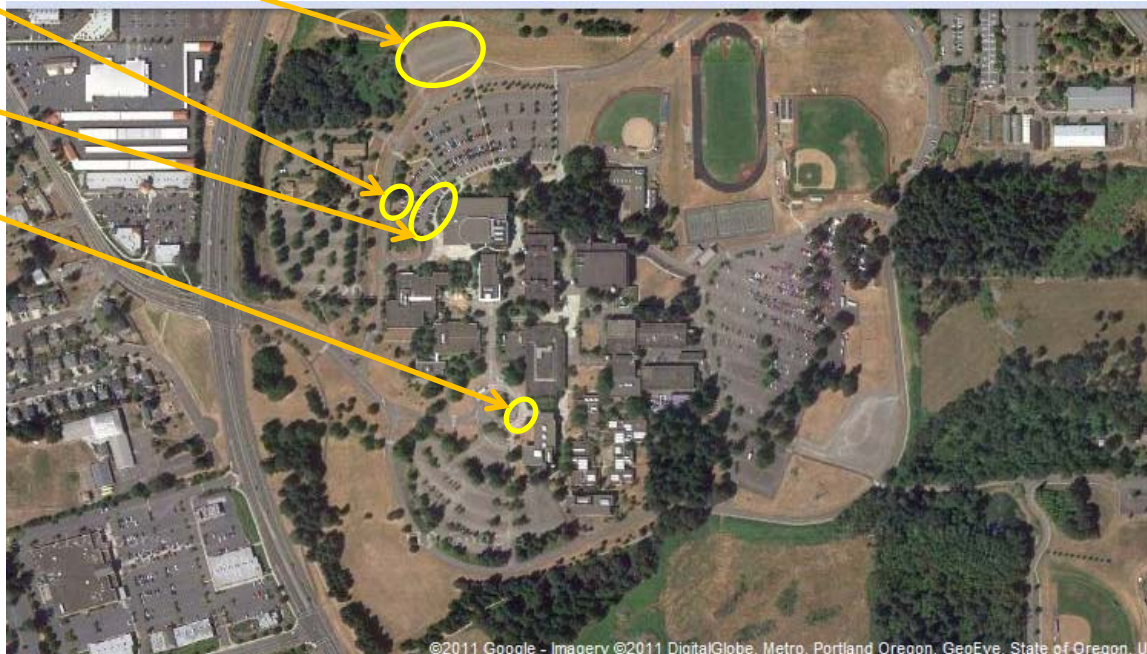


Area In Use





- Traffic Flow (V & P)
- Emergency Vehicle Parking
- Helo LZ
- Media Parking
- VIP Parking
- VIP Drop Off





# ASCC – Ceremony Event Day Schedule

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## ASCC Ceremony Schedule

<u>Saturday, 14 May 2011</u>	
<u>Time</u>	<u>Event</u>
0630-0700	Facilities Open
0730-0800	Support Personnel Ceremony Briefing
0900-0930	VIP Arrivals
0900-1000	Vendor Displays – Early Arrivals
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1230-1600	Reception/Vendor Displays
1600-1800	<b>Niemeyer Center (Reception Site)</b> - BRAKE DOWN AND CLEAN UP OF BUILDING



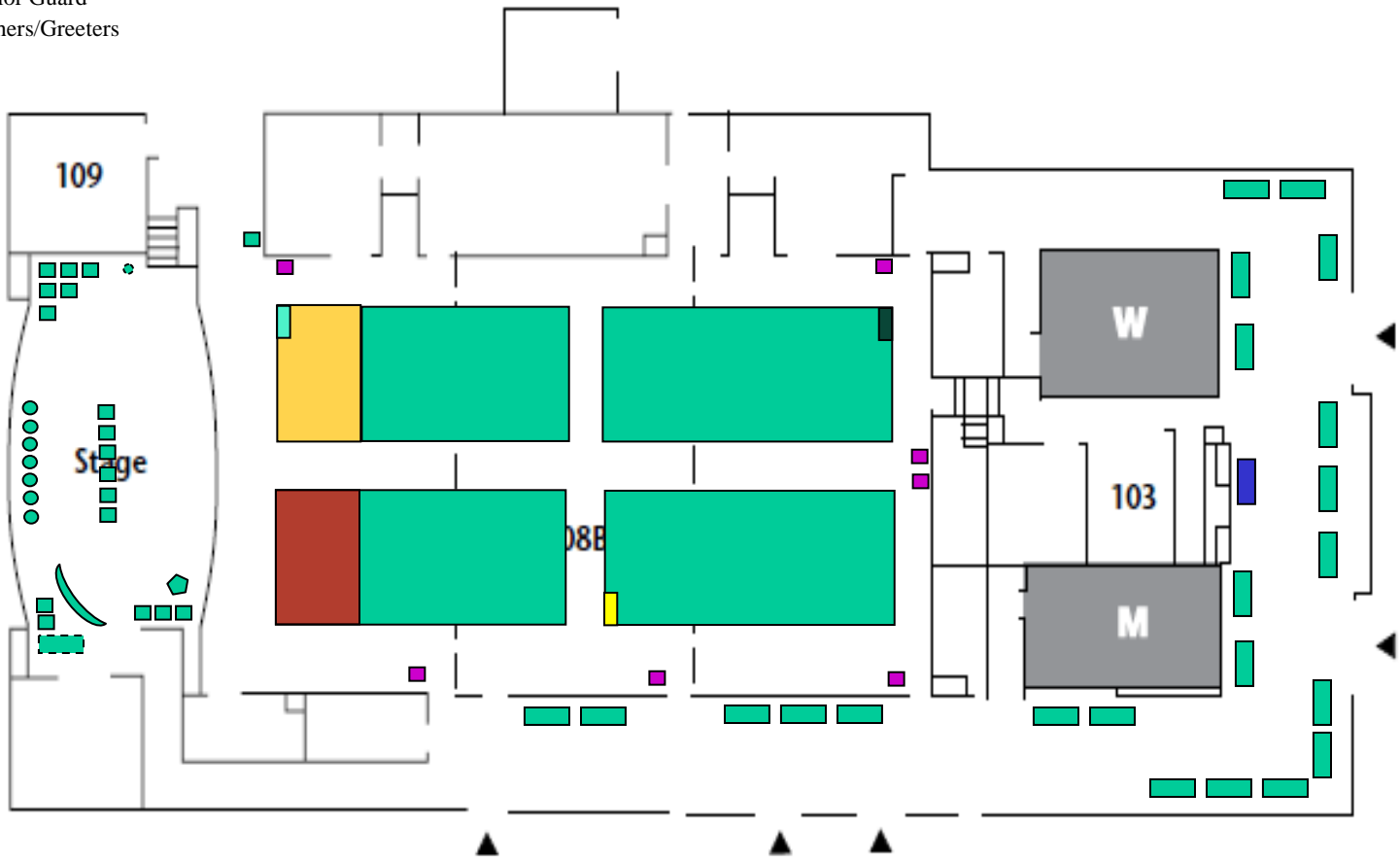
# ASCC – Ceremony Ceremony Building Layout

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- VIPs
- Ceremony Participants
- Poem Readers
- Wheel Chairs
- Color Guard
- Ushers/Greeters

## GREGORY FORUM





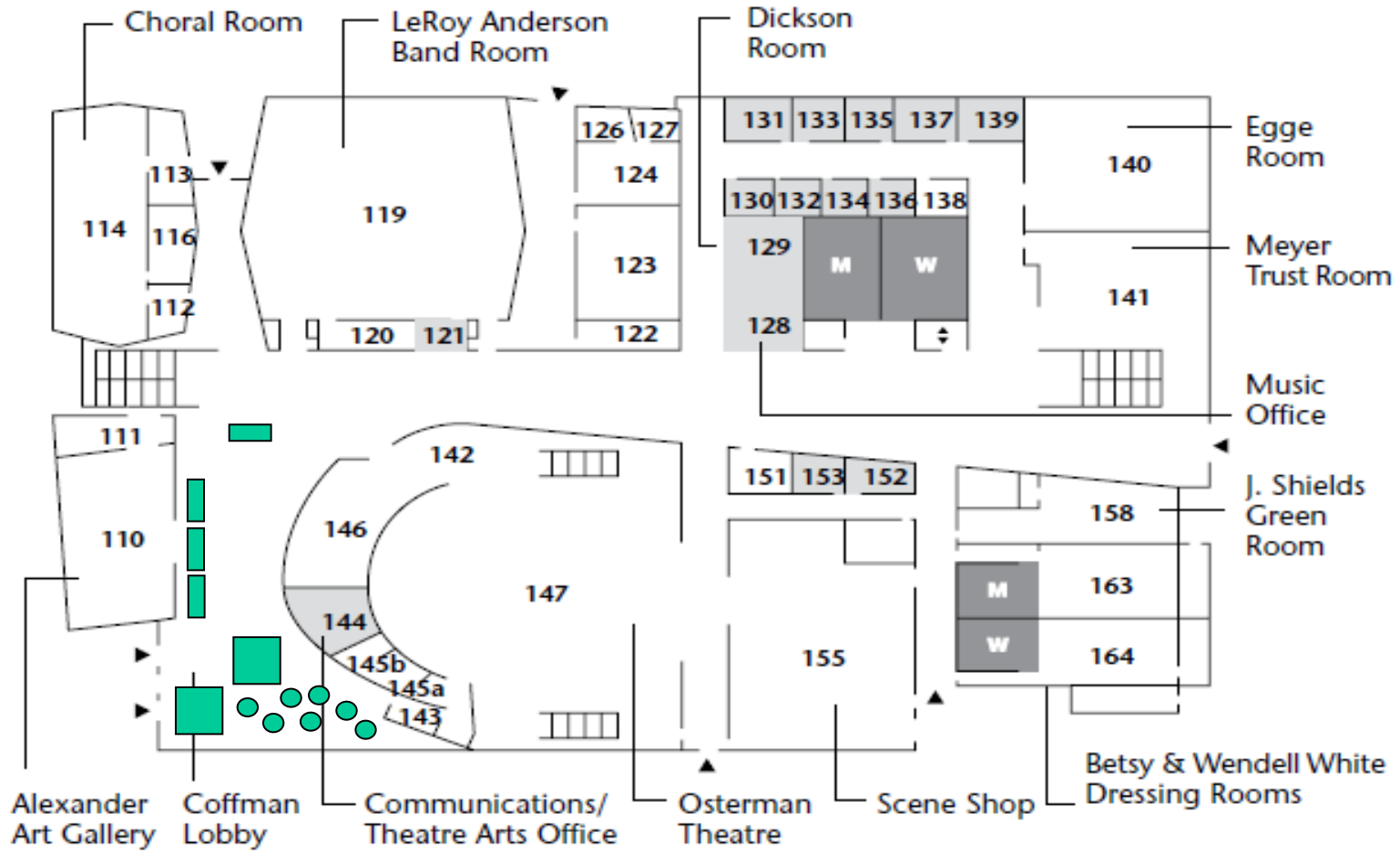
# ASCC – Ceremony Reception Building Layout

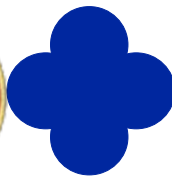
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## NIEMEYER CENTER

1st floor





## Order of Break Down

- McLoughlin Hall – 12:30 pm
- Gregory Forum – 1:00 pm
- Community Center – 1:30 pm
- Parking Lots – 2:00 pm
- Niemeyer Center – Approx: 4:00 pm  
(Dependant on Attendees)



# ASCC – Ceremony

## Event POC Contact Numbers

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### ASCC Team Member

- LTC Henderson (503) 757-9878
- CSM Koszuta (608) 377-3984

### Clackamas Community College

- Security: Officer Azure (971) 563-0101
- Facility: Ms. Cropley (503) 754-0315