



August 24, 1992

Dear Friend,

Thank you for your recent request for more information about volunteering for the Vietnam Veterans Memorial 10th Anniversary. Below is a list of events in which we need volunteers. A brief description about the event and the time commitments follow. To participate or for more information, please call Sue Towler at our office at 202/393-0090.

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**This list is not yet complete.
As of 1/23/92

VVMF Welcome Center

The Welcome center will operate from **7a.m.-11p.m. Sat., Nov. 7 - Tues., Nov. 10 and 7a.m.-1p.m. Wed., Nov. 11.**

Volunteers are needed for **4 hour shifts** from 7a.m.-11a.m., 11a.m.-3p.m., 3p.m.-7p.m., and 7p.m.-11p.m. Responsibilities include orienting people to the Mall area, distributing VVMF literature, and answering general questions about activities.

Reading the Names and Honor Guard:

This event will begin at **12noon on Sun., Nov. 8 and continue 24 hours/day through 8a.m. Wed., Nov. 11.**

Over 100 volunteers are needed for **6 hour shifts** from 4a.m.-10a.m., 10a.m.-4p.m., 4p.m.-10p.m., and 10p.m.-4a.m. Responsibilities will include assisting at the reader's podium and the honor guard posts, briefing participants, answering questions, and other tasks as needed.

Salute to Homeless Veterans Meal:

The Meal will take place from **12noon-3p.m. Sat., Nov. 7.**

Volunteers are needed for a **5 hour shift** from **11a.m.-4p.m.** and will assist set-up and clean-up, serving food, seating veterans, and etc.

Mall Concert: Small Bands and Open Mike at the Sylvan Theater

The concert is scheduled for **11a.m.-3p.m. Sat., Nov. 7.**

Volunteers are needed for a **6 1/2 hour shift** from **10:30a.m.-5p.m.** and responsibilities include set-up and clean-up, security, backstage help, coordinating open mike, answering general questions and other tasks as needed.

Veterans Day Ceremony:

The Ceremony is at **1p.m. on Wed., Nov. 11.**

Volunteers are needed for a **3 hour shift** from **12noon-3p.m.** and will assist with set-up and clean-up, VIP seating, and wreath laying.

Marshals:

Marshals are needed for crowd control/ security/ escort service at every event.



Vietnam Veterans Memorial Fund, Inc.

815 Fifteenth St., NW, Suite 601, Washington, D.C. 20005 (202) 393-0090 Fax (202) 393-0029