

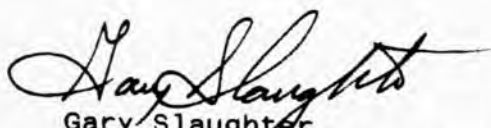
October 17, 1988

Mike Law

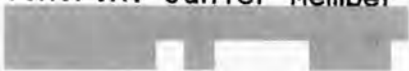

Dear Mike:

The attached Reunion Chairman duties and check list are my recommendations towards this position. I understand that some items on the check list are not the responsibility of the Reunion Chairman, but I do feel these things should be on his check list to assure someone has in fact planned in that area -- a check & balance system is you will.

Thank you for your consideration.



Gary Slaughter
V.H.P.A. Junior Member at Large

Info removed by VNCA

REUNION CHAIRMAN

Objective

The Reunion Chairman shall plan and coordinate reunion activities in the best interest of V.H.P.A., utilizing previous experience and data as a basis for his planning.

Duties

1. Coordinate the desires of the Executive Council, especially the President for the reunion activities.
2. Appoint a Reunion Committee as soon as possible and coordinate all activities with such committee.
3. Obtain all information available from past reunions, verbal and documented.
4. Compile a budget based upon past reunion statistics and projected attendance.
5. Utilize reunion check list.
6. Negotiate airline and hotel contracts, obtain proposals and present to the President.
7. Update the Executive Council of all reunion information.
8. Coordinate with V.H.P.A. management company registration mechanics.
9. Provide Executive Council an after reunion follow-up action report.

V.H.P.A. REUNION CHAIRMAN CHECK LIST

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|--|--|
| 1. Airline Contract | 43. Management Company Requirements |
| 2. Awards | 44. Handicap Requirements |
| 3. Advertisement | 45. PA System Requirements |
| 4. Business Meeting Agenda Printed | 46. Reunion Information Table |
| 5. Banquet Agenda | 47. Computer Requirements (if any) |
| 6. Function Space Requirements | 48. Executive Council Meeting Requirements |
| 7. Guest Speakers | 49. Check List Review with President |
| 8. Banner for Flag | 50. Master Hotel Account |
| 9. Comp Room Assignments | 51. Car Rental |
| 10. Child Care | 52. Telephone Requirements |
| 11. Give-a-way Item | 53. Copying Machine Available |
| 12. Hotel Contract | 54. Typewriter Available |
| 13. Dress Requirements | |
| 14. Budget | |
| 15. Entertainment (Band, DJ, etc.) | |
| 16. Outside Activity Options (Bad Weather) | |
| 17. Flag for Banquet | |
| 18. After Reunion Report | |
| 19. Ladies' Gathering | |
| 20. Meals | |
| 21. Memorabilia | |
| 22. Media | |
| 23. Newsletter Articles | |
| 24. Newsletter Registration | |
| 25. Newsletter Airline Information | |
| 26. Reunion Schedule | |
| 27. Parking | |
| 28. Pictures | |
| 29. Voting Ballot Printed | |
| 30. VIP Accommodations | |
| 31. Reunion Committee Formed | |
| 32. Registration | |
| 33. Executive Council Reunion Reports | |
| 34. Static Display | |
| 35. Security | |
| 36. Signs | |
| 37. Transportation | |
| 38. Video Requirements | |
| 39. Vendors | |
| 40. Reunion Book | |
| 41. Reunion T-Shirt / Reunion Lapel Pin | |
| 42. Certificate of Appreciation | |