

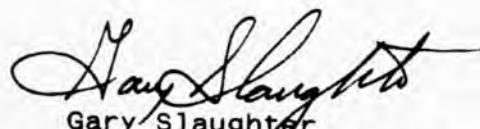
October 17, 1988

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  
[REDACTED]  
[REDACTED]

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

1. Airline Contract
2. Awards
3. Advertisement
4. Business Meeting Agenda Printed
5. Banquet Agenda
6. Function Space Requirements
7. Guest Speakers
8. Banner for Flag
9. Comp Room Assignments
10. Child Care
11. Give-a-way Item
12. Hotel Contract
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
43. Management Company Requirements
44. Handicap Requirements
45. PA System Requirements
46. Reunion Information Table
47. Computer Requirements (if any)
48. Executive Council Meeting Requirements
49. Check List Review with President
50. Master Hotel Account
51. Car Rental
52. Telephone Requirements
53. Copying Machine Available
54. Typewriter Available