



VIETNAM 50th COMMEMORATION
PLANNING GROUP
City Hall Council Chambers
vietnam50@milwaukieoregon.gov

PLANNING AGENDA

April 16, 2015, 4:00 p.m.

[Agenda as of 3/20/2015]

1. Call to Order
 - a. Introductions
 - b. Review of Notes and Follow-Up Items
2. The Moving Wall Event:
 - a. Administrative and Finance
 - i. Budget and Fundraising (Craig)
 - b. Logistics Section
 - i. Organization Chart Updates (Lueck)
 - ii. Volunteer Recruitment (Hedges)
 - iii. Wall Platform Update (Shannon)
 - c. Operations Section
 - i. Daily Schedule
 1. Speaker and Dignitary Invitations
 - ii. Vendors
 - iii. Parking Options
 - iv. Parade (Nieman)
 - v. Public Relations and Marketing
 1. Media Buys (Wheeler)
 2. Promotional Items
 - d. Miscellaneous Topics
3. Other Commemorative Events

Next Meeting: **Thursday 4/16/2015, 4 p.m., at City Hall**