

UNITED STATES POWER SQUADRONS®
2015 USPS Annual Meeting, Hyatt Regency Riverfront, Jacksonville FL

18 January to 25 January 2015

FINAL – NO CHANGES

Draft 3 Date: 21 December 2014

Please note: This is a working draft and subject to change
until all the pieces are in place and hotel agrees!

17 January- Saturday / Off Site Training

Meeting Type	Time	Name/Description	Room	Equip. Needs
Open	0800-1700	BOC Inland Navigation Certification by Pete Foster H 904-797-6707 C 904-874-8802 petefoster@bellsouth.net	Lake Shore Dry Storage- Jacksonville FL 32210	PFD's and BOCIN Passports Req.

18 January – Sunday UOD - Casual

The Chairman & Assistant Chairman of the National Meetings Committee Check -in

Board of Directors check-in (only the C/C and XO)

Open	0800 - 1700	BOC Coastal Navigation Certification by Pete Foster H 904-797-6707 C 904-874-8802 petefoster@bellsouth.net	Lakeshore Dry Storage- Jacksonville FL 32210	PFD's and BOC CN Passports Req.
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19 January- Monday UOD - Casual

Storage	0000 -2400	Headquarters Storage, John Sanfilippo and Bob Holub, NMC, receive shipment at loading dock in A.M., separate and deliver HQ to Client 2 and Ships Store to Daytona.		Lockable 5 Keys
Storage	0000 - 2400	Ship Store Storage.	Daytona	Lockable 5 Keys, 12 Tables
Staff	1200 -1300	Pre - Pre-Con	Room 1850	6

20 January-Tuesday UOD - USPS Casual

Storage	0000 - 2400	Headquarters Storage *** Separate HQ storage boxes in Daytona	Client 2	Lockable, 3 tables
Storage	0700 - 2400	Ship's Store Storage/ Inventory.	Daytona	Lockable, 12 Tables w/12 chairs, 2 large trash cans, coat rack or rolling luggage rack, Skit Tables
Staff	0800 - 1700	Com Nom	Boardroom 4	Conf. Table for 10 w/2 extra chairs, water, 2 keys
Staff	0830 - 1700	BOD Meeting	Room 1840	Need extra table and 6 chairs.
Staff	0900 - 1000	Full Pre Con	St Johns	
Staff	1230 - 1400	BOD Lunch	Room 1840	12*
Staff	1900 -	BOD Dinner Buffet	Suite or Off Site	15

Member's Note: There will be Boat Operators Certification (IN& CN) events before and POTW after the Annual Meeting. These will be held at Lake Shore Dry Storage, 3326 Lake Shore Drive, Jacksonville, FL 32210 Pete Foster, Jacksonville PS is the Coordinator. H 904-797-6707 C 904-874-8802 petefoster@bellsouth.net

FINAL – No Changes

21 January-Wednesday UOD - USPS Polo				
Meeting Type	Time	Name/Description	Room	Equip. Needs
Storage	0000 - 2400	Headquarters Storage	Client 2	Lockable,3 tables
Storage	0700 - 2400	Ship's Store Storage/Inventory. Set up credit card TELEPHONE w/outside line 0800 On Wednesday	Daytona	Lockable-(5) keys 12 8' tables (need 96' of table space) w/12 chairs, Large trash cans-coat rack.
Open	0800 - 1700	Activities Registration	Registration Desk	3 high stools, two extra 6' tables in rear.
Staff	0800 - 1700	Com Nom	Boardroom 4	1 extra chair for outside door
Open	0800 - 1700	3 Table Tops 101th, San Diego and Orlando. Tables, Pat Jarmon. **All tables stay till noon Saturday**	2 nd Fl Sky Bridge	5 Tables, 2 chairs at each table.
Open Pre-registration required.	0800 - 1800	CPR/FIRST AID FOR USPS MEMBERS Instructor will bring his own Projector/screen	Conference Center B	40 classroom w/extra space on floor to work with mannequins, three draped tables for equipment and one small table with power only.
Staff	0830 - 1700	BOD and Advisors Meeting	St John's	25 U shaped, 6 extra chairs side, 1 small table side of room, 2 chairs. 1key, Power only for computer.
Staff	1200 - 1300	BOD and Advisors Lunch	Clearwater	26HolSq,
Committee	1300 - 1600	Planning	4106	12 People Conference
Open	1300 - 1630	Voter Registration & Ensign	2 nd Fl Sky Bridge	2 Tables, 6 Chairs
Committee	1400 – 1600	National Social Activities Committee	Room 1860	12 People Conference
Open Committee	1400 - 1500	Educational Fund Trustees	Clearwater	25 People Conference
Committee	1500 - 1600	Trustee Meeting	Clearwater	
Committee	1600-1700	Aides Meeting	Room 1840	
P/C/C	1900 - 2100	P/C/C Dinner	River Terrace 3 or Off site	30 - 35 People

Wednesday Table tops – Sky Bridge – 2nd Floor

Membership - First Timers **2 Tables**

101th Meetings Tables **2 Tables**

Voter Registration, Ensign **2Tables**

Thursday Table tops – Sky Bridge –Orlando - Daytona – St John's Foyer Area - 3rd Floor

Silent Auction and Jewelry **8 Tables (Daytona Foyer) 6 easels**

Insurance **2 Tables (Daytona Foyer)**

NOAA (Weather Service) **2 Tables (Daytona Foyer)**

Marketing & P/R **2 Tables (Orlando Foyer)**

Parade of Publications **2 Tables (Orlando Foyer)**

Boat Virtual Trainer*Thurs Only - Boat Handing Simulator Demo – 2 Table (power) (Orlando Foyer)

0830-1630 Thurs. Only

****All tables stay till Saturday noon, and have two chairs each ***

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22 January – Thursday UODay - USPS Polo			Evening - Blazer, shirt and tie	
Meeting Type	Time	Name/Description	Room	Equip. Needs
Storage	0000-2400	Headquarters Storage	Client 2	Lockable
Open	0745 - 1600	Ships Store	Daytona	12 Tables w/12 chairs, Large trash cans-coat rack.
Open	0700 - 1630	Activities Registration	Registration Office	6 high stools, two extra 6' tables in rear.
Open	0800 - 1630	Voter Registration & Ensign	2 nd FI Sky Bridge	2 Table, 6 Chairs
Committee	0800 - 1700	Com Nom	Boardroom 4	Waiting to hear from R/C
Set-up	0700 – 2400	EXPO SET-UP 0700–1200 Booth Construction 1300–2400 Exhibitor display set-up 1500 – Committee Setup	Grand BR 5 – 8 Foyer	See Diagram provided by Mark Gathings
Committee	0800 - 1200	Educational Dept. Educational Leadership USPS PROJECTOR	Conference Center B	40 U shaped, 6' table on side of room w/2 chairs. Table top podium w/mike, power car and screen. 24 extra chairs around perimeter. (12 each side)
Committee	0800 - 1200 1330 - 1700	DEO and ADEO Meeting & Educational Leadership ED DEPT PROJECTOR	Grand 7 & 8	64 8 rounds of 8, Standing podium, w/Mike, screen. Power cart, Mike in aisle. Wi-Fi. Head table plus three 6'tables and 20 extra chairs
Open	0800 – 1000	IT Committee meeting	City Terr 5	12 People 4 rounds of 8
Committee	0800 – 1000	Co-op Charting	City Terr 4	30 People 5 Rounds of 8, screen, power, Wi-Fi
Open	0830 – 1030 1030 - 1200	Admin Department Group MEMCOM	City Terrace 10	40 People Theater
Business	0830 - 1630	D/C's & DXO's Meeting USPS PROJECTOR	River Terrace 1	9 Rds. of 8, for 72 people-HT for 2 - Numbered Tables Easel—5 extra chairs on side, 8'screen, podium/ w mike & floor mic, 6' table in rear of room w/3 chairs, 6' table outside w 3 chairs.
Open	0800-1700	Table Tops	Daytona Foyer	23 - 6' tables' w/2 chairs. See Layout, tables remain until noon on Saturday
Open	0800 – 1200	Heritage and Protocol Committee Committee Projector	City Terr 9	30 People U Shape Electric only
Committee	0800 - 1700	Law	Room 4108	12 Conference Electric only
Committee	0830 - 1230	Budget/Finance	Grand 6	30 Hol Sq.
Committee	0900 - 1200	Marketing and PR Committee Meeting	City Terrace 6	30 Theater
Committee	0900 - 1600	Planning	Room 4106	12 Conference
Open	0900 - 1500	"Youth Poster Contest"	2 nd fl Skyway	Turn in at 1 st Timers Table By 1500
Open	1000 - 1200	Co-op Charting	City Terr 4	30 People 5 Rounds of 8, screen, power, Wi-Fi

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22 January – Thursday (Continued) UODay- USPS Polo Evening - Blazer, shirt and tie				
Meeting Type	Time	Name/Description	Room	Equip. Needs
Committee	1215 - 1345	Educational Dept. Luncheon	River Terrace 3	96 9 Rounds of 8,
Committee	1215 - 1345	Administrative Dept. Luncheon	Grand BR 1	70 - 7 - Rds of 10
Committee	1215 - 1345	Secretary's Dept. Luncheon	Grand BR 3	70 - 7 - Rds of 10
Open	1215 - 1345	Treasurer's Dept. Luncheon	Conference Center A	30 –HolSq
D/C & XO	1200 - 1230	D/Cs & DXOs Reception	River Terrace Foyer	Flow, 75, Place Bar in Foyer
D/C & XO	1230 - 1400	D/Cs & DXOs Luncheon	River Terrace 2	9 rounds of 8; 72 people
Committee	1300 - 1700	Government Partner Relations USPS PROJECTOR	Conference Center B	30 U shape, Screen, power cart. Table at back of room
Committee	1330 - 1530	Rules	City Terr5	15 HolSq
Open	1330 - 1500	Safety Committee (Previously Vessel Safety Check & Recreational Boating Safety) Committee Projector	City Terrace 9	30 U Shape. Screen, power cart
Open	1400 - 1600	Set up Teaching Aides	St Johns	10 Tables
Committee	1400 - 1600	Website USPS PROJECTOR	City Terr 4	50 Theater, Wi-Fi, screen, power cart
Open	1400 - 1600	USPS Environmental Committee	Board 3	12 People Conference
	1400 - 1600	Leadership Development Committee	City Terr6	15 HolSq
Committee	1400 - 1600	Area Monitors	Grand BR 6	15 HolSq
Committee	1430 - 1600	National Meetings	Grand BR 5	40 HolSq
Open	1500 - 1630	Operations Manual Committee supply Projector	City Terr 8	25 Theater, Screen, power
Open	1530 - 1630	Rules Committee Open Meeting	City Terr5	15 HolSq
Open	1500 - 1700	Communications Committee Com. Projector	City Terr9	30 People U Shape Power only
Closed	1630 –1730	Century Fund by invitation only	4104	30 flow
Open	1800 -1900	New Life Members Reception & Awards	Grand BR 3-4 Foyer	Flow 400 Two cash bars. Leave cash bars in during dinner
Open	1800 – 1900	New Life Member Awards	Grand BR 4	350 Theater Need room to take Photo with 60 in picture.. 2 tables up front for awards. Stage w/ podium and mic. 2 spot lights.
Open	1900 – 2200 2000 - 1000	Awards Dinner (Dinner Reservations Required) Doors Open for Everyone USPS Projector	Grand BR 5	Dinner set for 400, 2 tables up front for awards. Stage w/podium and mic, 2 spot lights. Power w/ 6' table, Large screen. 75 banquet chairs along wall.

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23 January – Friday UODay- USPS Polo/Blazer or Blazer Dress Shirt and Tie

Meeting Type	Time	Name/Description	Room	Equip. Needs
Open	0600-0630	USPS Health Walk	Lobby	Walking Shoes & Coat
Storage	0000-2400	Headquarters Storage	Client 2	Lockable
Open	0700 - 1700	Activities Registration	Registration Office	6 high stools, two extra 6' tables in rear.
Open	0730-0900 Sharp	Keynote Speaker Breakfast Reservations/Ticket Required Bob McKenzie USPS PROJECTOR	Grand BR 4	Large screen, power and cart for speaker's computer & projector. Podium, wireless mike.
Open	0900 - 1500	Youth Poster Contest - Judging	EXPO Foyer	Table 2 chairs, 10 Easels
Open	0900 - 1600	Ships Store	Daytona	Lockable-Same as Thursday
Open	0900 - 1630	Voter Registration & Ensign	2 nd FI Sky Bridge	2 Table, 6 Chairs
Committee	0900 - 1700	Com Nom	Boardroom 4	1 extra chair for outside door
Open	0900 - 1600	Teaching Aides Displayed	St Johns	10 Tables
Pre-registration required	0900 - 0915 Sign in 0915 - 1615 Seminar	USPS Leadership Development Seminar LD 101 formerly DAO - SAO Training USPS PROJECTOR	Clearwater	35 People, Podium W/barstool, , 5 Rounds of 7, AV cart, w/power cord and extension, power strip, 8'screen, 2 hand held mike, one on stand centrally located in audience, 1 table w/3 chairs outside door for Reg., 1 table w/4 chairs inside near door, 1 table for coffee/Danish, 10 extra chairs around wall.
Open	0900 - 1100	LEADERSHIP DEVELOPMENT SEMINAR "Why Won't They Do What I Want Them To Do" USPS PROJECTOR	Orlando	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs.
Open	0900 - 1100	Boating Skills Virtual Trainer Details on new functionality, lessons and usage ED DEPT PROJECTOR	City Terr 12	75 theater, standalone podium, screen, power cart
Open	0915 - 1700	Educational Committee Meetings A 0915 – 1045 M Env Com 1045 – 1215 ICN Com 1400 – 1530 Program Partner Rel 1530 - 1700 ID Com COM to PROVIDE PROJ.	City Terrace 11	1 Round of 10, and small cocktail table, small screen. Six extra chairs around outside walls.
Open	0915 - 1700	Educational Committee Meetings B 0915 – 1045 BH Com 1045 – 1215 Partner Meeting (by invitation only) 1400 – 1530 ON Com 1530 - 1700 EMS Com COM WILL PROVIDE PROJ.	City Terrace 10	1 Round of 10, and small cocktail table, small screen. Six extra chairs around outside walls.

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23 January - Friday(Continued) UODay- USPS Polo/Blazer or Blazer Dress Shirt and Tie

Meeting Type	Time	Name/Description	Room	Equip. Needs
Open	0915 – 1200	BOC Committee Meeting Ed Dept. Projector	River Terrace 1	80 Theater, one 6' head table. Power cart and screen. Microphone, Wi-Fi
Open	0915 - 1700	Educational Committee Meetings C 0915–1045 Educational Outreach 1045–1215 Pub Com 1400 – 1530 BPE Com 1530 - 1700 Partner Meeting (By invitation only) COM WILL PROVIDE PROJ.	City Terrace 8	1 Round of 10, and small cocktail table, small screen. Sis extra chairs around outside walls.
Open	0915 - 1030	Seminars 1 A Sea Scouts Admin Dept USPS PROJECTOR all day	Grand BR 5	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs.
Open	0915 - 1030	Seminars 1 B MEMBER INVOLEMENT "TRAINING For SQUADRONS" Admin Dept USPS PROJECTOR all day	Grand BR 6	150 Theater Style Podium with Bar Stool, 2 wireless mic, one o stand centrally located in audience Large screen power cart W/6' table 2 chairs. 2 - 6' tables on side for handouts, 1 - 6' table out front W/3 chairs.
Open	0915 - 1030	Seminars 1 C Govt. & Partner Relations USPS PROJECTOR all day	Grand BR 7	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs.
Open	0915 - 1030	Seminar 1 D NOAA Red Sky At Morning Education USPS PROJECTOR all day	Grand BR 8	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs.
Open	1000 – 1200	Nautical card making workshop	Conference Center B	40 U shaped, seating on side of table only
Open	1100 - 1215	Seminars 2 A Member Benefits & Vendors Corporate Sponsors Admin Dept USPS PROJECTOR	Grand BR 5	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before

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23 January - Friday(Continued) UODay- USPS Polo/Blazer or Blazer Dress Shirt and Tie

Meeting Type	Time	Name/Description	Room	Equip. Needs
Open	1100 - 1215	Seminars 2 B 4 Tenets of High Performance Organizations Bob McKenzie USPS PROJECTOR	Grand BR 6	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1100 - 1215	Seminars 2 C Packaging Squadron Rejuvenation Public Relations USPS PROJECTOR	Grand BR 7	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1100 - 1215	Seminars 2 D Offshore Navigation, 3000 BCE The Nile River to Ireland and Return Education USPS PROJECTOR	Grand BR 8	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Committee	1215 - 1345	Executive Department Lunch	Grand BR 1 & 2	64 8 Rounds of 8 – keep equipment though not used here
Open	1430 - 1630	Law Committee	Grand BR 1 & 2	64 8 Rounds of 8 Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1400 - 1515	Seminars 3 A DB2000 IT Committee USPS PROJECTOR	Grand BR 5	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1400 - 1515	Seminars 3 B SERAT Admin Dept USPS PROJECTOR	Grand BR 6	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before

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23 January - Friday (Continued) UO Day - USPS Polo/Blazer or Blazer Dress Shirt and Tie

Meeting Type	Time	Name/Description	Room	Equip. Needs
Open	1400 - 1515	Seminars 3 C Education Interactive Online Program USPS PROJECTOR	Grand BR 7	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1400 - 1515	Seminars 3 D Spirit of America USPS PROJECTOR	Grand BR 8	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1400 - 1600	Squadron/District Officers USPS Projector	River Terrace 1	80 Theater, one 6' head table. Power cart and screen. Microphone.
Open	1530 - 1645	Seminars 4 A Planning Focus on Member Orientation USPS PROJECTOR	Grand BR5	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1530 - 1645	Seminars 4 B SAILANGLE USPS PROJECTOR	Grand BR 6	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1530 - 1645	Seminars 4 C On The Water Training for 2015 USPS PROJECTOR	Grand BR 7	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Open	1530 - 1645	Seminars 4 D Charting a New Course with Junior Sailing Education USPS PROJECTOR	Grand BR 8	150 Theater Style Table top podium wireless mic, Large screen power cart W/6' table 2 chairs 2 6' tables on side for handouts, 1 6' table out front 2 chairs. Same as Before
Closed	1530 - 1700	1 st Timers Reception By Invitation Only	Room 1860	
Open	1730 - 1815	Jewish Services	City Terrace 6	Theater 25, 6' Table w/white skirt next to lectern, water service

FINAL – No Changes

24 January – Saturday UO Day- USPS Uniform F and Night = Uniform A with Bow Tie

Meeting Type	Time	Name/Description	Room	Equip. Needs
Storage	0000-2400	Headquarters Storage Prepare for shipment immediately after Annual Meeting.	Client 2	Lockable
Open	0745-1000 1000-1300	Ship's Store Open 'til 1000 Inventory & packing	Daytona	Lockable- Same as Thursday
Open	0800-1100	Voter Registration	Rear of GB Meeting Rm	Table
Open	0800-1200	Table Tops		Remove at noon
Closed	0800 -0900	Agenda Presenters Meeting	Grand BR 1	
Open	0900-1200	Annual Meeting Invocation Chaplain: Opening – Closing – Keynote Speaker	Grand BR 4-8	*Set-up Friday night. 700 seats, Note: See diagram, hang USPS flag Friday night, 2 podiums on riser's w/mic, sound mixer & elecon, single large screen. Two wireless mikes on stands in audience. Appropriate electronics for this facility coordinated at Pre Conference Meeting. New: Set up one extra 6' table w/black skirt (sit off to side until used.) 4, 6' tables (1 for signing memorandums and 3 for plaques) Add to diagram. 9 easels
Open	1100-1200	Social Reception	River Terrace 2	Flow 180, 4 tables, Cash Bar Folding screen in back so ladies can change outfits during show at lunch.
Open	1200-1400	Social Lunch Committee Supply Projector	River Terrace 1	16 Rds. of 8 for 128, 1 6' table, Wireless Mic
Open	1200-1230	Member's Reception	Grand BR 1,2, & 3 Foyer	Flow 400, Cash Bar
Open	1230-1400	Member's Luncheon Invocation Chaplain	Grand BR 1, 2, & 3	Rounds/10 for 390, Small riser w/podium w/mic.
Open	1400-1630	Annual Meeting (re-convened)	Grand BR 4-8	Same
Open	1700 - 1800	Catholic Services	City Terrace 12	Theater 80, 6 Ft. table w/skirt, lectern, no water Svc.
Open	1700 - 1800	Protestant Services	City Terrace 10	Theater 25, 6 Ft. table w/skirt, lectern, no water Svc.
Open	1700 - 1730	Jewish Services	City Terrance 6	Same set-up as Jewish Services on Friday. Theater seating for 25, 1 - 6' table w/white skirt next to the lectern and water service.
Open	1830-1930	Open Reception	BR Foyer 5-8	Flow700, cocktails tables W/chairs
DNP	1930-2000	Holding Area for Bridge	BR Foyer 8	Holding area for walk in
Open	2000-2300	Dinner Dance	Grand BR 4 - 8	700 Tables Rds of 8 & 10 layout provided, riser, Podium, with mic. dance floor 30x30 Theme:

FINAL – No Changes

25 January - Sunday

Meeting Type	Time	Name/Description	Room	Equip. Needs
Open	0800-1700	BOC POTW By Pete Foster H 904-797-6707 C 904-874-8802 petefoster@bellsouth.net	Lake Shore Dry Storage – Jacksonville FL 32210	PDF's Required
Comm.	0800 -0900	Bill Review		

Note: HT = Head Table Rds. = Round Tables C/C = Chief Commander Com = Committee * = Spread out as working room ** = Estimated Meals A = Addition D = Deletion Da = Date M = Meeting Name R = Room change S = Setup change T = Time Change. UOD = Uniform Of the Day. Line items in red indicate change or special interest, or change from last Draft.

Prepared by: **R/C Bob Holub, SN**

(H) 516-795-4211

(C) 516-375-9710

Email rholub@optonline.net

- **Please discard all earlier drafts as we use only the Latest as things have been changed.**