

# Team Meeting Agenda

Saturday May 6, 2017

## Overview- Jerry Cooper

- a. Planning Guide has been updated (see the green 3-ring notebook)
- b. Organization Chart has been updated
- c. New Tasks have been added to Team Leaders
- d. Begin Team Reports

## 1. Registration/Financial Team Report- Jerry Cooper

- a. Registration Report
  - i. Ok City Reunion has **581** paid Registrants as of **Friday 5/5/2017**
  - ii. Italy Reunion has **122** paid Registrants as of **Friday 5/5/2017**
- b. Financial Report
  - i. **\$79,387** Registration Fees have been collected
  - ii. **\$35,198** Expenses have been incurred
  - iii. Current Net Revenues are **\$44,188**
- c. Activity Tickets/Color Scheme
  - i. Activity Tickets have been created for 6 different activities
    1. BBQ Picnic- Green tickets
    2. Bus Tour- Fort Sill- Red tickets
    3. Bus Tour Cowboy/Western Heritage Museum- Orange tickets
    4. Ladies Luncheon- Pink Tickets
    5. Bus Tour- 45<sup>th</sup> Infantry Division Museum- Blue tickets
    6. 2017 Oklahoma Reunion Challenge Coins- White tickets
    7. Gold Star Luncheon- Gold Tickets
  - ii. Tickets will be preprinted 8 tickets per sheet, cut & attached to Attendees Name Tags.
  - iii. Discounts for admission to other OKC attractions will be given by showing Reunion Name Tags.
- d. Registration Procedure
  - i. U-shaped tables set up on 2<sup>nd</sup> floor with 3 lines alphabetical for Attendees to register and pick up Registration Packet (Name Tag, Activity Tickets, Reunion Brochure, Maps, local attraction Brochures, Discount Offers, etc.
  - ii. Ok City Convention Bureau is providing 3 Volunteers to work the Registration Desk from Wednesday thru Friday.
  - iii. Volunteers will be briefed by me on Tuesday afternoon.
  - iv. Job Descriptions and Work Plan for volunteers have been prepared.
- e. Staff Shirts
  - i. Distribute

## 2. Hotels Team Report- Jerry Cooper

- a. Sheraton Hotel
  - i. **225** Rooms/**888** Nights Contracted

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- ii. 201 Rooms /773 Nights Reserved
- iii. 82% Reserved
- b. Renaissance Hotel
  - i. 225 Rooms/1,000 Nights Contracted
  - ii. 74 Rooms /711 Nights Reserved
  - iii. 33% Reserved

## 3. Hospitality Room Team Report- George Tabor

- a. No team report at this time
- b. Three 16 gallon kegs, aerators & pumps to be donated by Cock of the Walk Bar & Grill to be picked up Wednesday morning May 17, 2017 by 2 Team Members & delivered to Sheraton Hotel for cold storage.

## 4. Banquet Team Report-

- a. Submitted tentative request for 600 dinners.
- b. Working on preparing large 4' x 6' corrugated plastic Seating Chart for tables. (Show sample.)
- c. Banquet Menu has been submitted. (Read menu)
- d. Waiting on price list for audio visual equipment
- e. Submitted 12 names for Head Table.
- f. 3 Flags (American, Bde, MIA/POV) to be posted & piped.
- g. Missing Man Table (to be piped)
- h. 4-man Color Guard Confirmed
- i. 6-man piper band confirmed
- j. Guest Speaker confirmed
- k. BG from Fort Sill confirmed
- l. Potential Power Point show of Reunion photos & Sky Soldier Magazine covers being considered along with a tape of various songs. (Ask for Maurice's input.)

## 5. Vendor's Area Team Report- Don Walton

- a. Team Leader Don Walton

## 6. Meeting Rooms Team Report- Jerry Cooper

- a. Revised Meeting Room Schedule, Dates. Time, Functions, etc. was submitted to Sheraton Services Manager Leah McIntyre on 4/25/2017.
- b. Meeting Room request was confirmed.

## 7. Transportation Team Report- Jon Love/Derrick Gibson

- a. Team Leader Report
- b. Status Report.
  - i. 3 busses reserved for Fort Sill tour on Thursday May 18, 2017
  - ii. 2 busses chartered for two Ok City tours on Friday May 19, 2017.
  - iii. Detailed bus schedule has been prepared
  - iv. Detailed Op Order has been prepared

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## **8. Special Activities Team Report- Tim Austin**

- a. Special Activity Payments Received to Date**
  - i. BBQ Picnic- **218** payments
  - ii. Bus Tour- Fort Sill- **146** payments
  - iii. Bus Tour Cowboy/Western Heritage Museum- **112** payments
  - iv. Ladies Luncheon- **64** payments
  - v. Bus Tour- 45<sup>th</sup> Infantry Division Museum- **105** payments
  - vi. Gold Star Luncheon- **8** attendees
  - vii. 2017 Oklahoma Reunion Challenge Coins- **168** payments
  - viii. Hospitality Room Daily Pass Only- **9** payments
  - ix. Banquet Meal Only- **9** payments
- b. Status Report on Other Special Activities**
  - i. Donut Dollies canceled
  - ii. Photographer confirmed
  - iii. Banquet Key Note Speaker confirmed
  - iv. Color Guard confirmed
  - v. Piper Band confirmed
- c. Status Report on Admission Ticket Discounts- Maurice**
  - i. Bricktown Merchants Association
  - ii. OKC National Memorial & Museum (done by Cooper)
  - iii. Cowboy & Western Heritage Museum (done by Cooper)
  - iv. 45<sup>th</sup> Infantry Division Museum (free admission)
  - v. Oklahoma City Zoo
  - vi. Myriad Botanical Gardens & Crystal Bridge Tropical Conservatory
  - vii. Oklahoma History Center
  - viii. Oklahoma City Museum of Art
  - ix. Historic Stockyards City
  - x. Riversport Adventure Park at the Boathouse District
  - xi. White Water Bay
  - xii. Frontier City Theme Park
  - xiii.

## **9. Public Relations Team Report- Bob Allen/Jerry Cooper**

- a. Welcome Letters**
  - i. Mayor of Oklahoma City- secured January 5, 2017
  - ii. Governor of Oklahoma- secured February 15, 2017
  - iii. Oklahoma City Convention Bureau- secured February 28, 2017
  - iv. State of Oklahoma Rep- secured March 1, 2017
- b. Press Releases**
  - i. Bob Allen has initiated a press release request.

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- ii. The Communications Director for the Oklahoma Convention Bureau will provide assistance.

**c. Banquet Invitations**

- i. Politicians
- ii. VIP's (Coaches, University Presidents, VIPs)
- iii. Entertainers

**d. Reunion & Banquet Brochures**

- i. 650 Reunion Booklets with 52 pages as well as 650 Banquet Program Brochure with 4 pages are being printed and will be picked up by Jerry Cooper from the printer on Thursday May 11, 2017(see orange 3-ring notebook for proposed pages). (**Pass around sample Reunion Booklet & Banquet Program Brochure.**)

**e. Drip Campaign Letters**

- i. A drip letter has been developed for each of 15 different Oklahoma City attractions.
- ii. A drip letter has been mass emailed to Members on a weekly basis highlighting over 15 different attraction up until the Reunion starts.
- iii. To date, 13 drips have been emailed on various Ok City attractions.
- iv. The 13th drip letter was emailed on Friday 5/5/2017 highlighting the Shopping Malls in Oklahoma City.
- v. See the white 3-ring notebook containing the 15 drip letters.

## **10. Fund Raising Team Report- Bob Allen/Jerry Cooper**

**a. Donation Request Packets**

- i. Individuals
- ii. Businesses
- iii. Vendors
- iv. Ok City Convention Bureau
  - a. A payment for a full paid ad has been received.

**b. Spreadsheets have prepared for:**

- i. Actual & Potential Donors
- ii. Actual & Potential Advertisers
- iii. Actual & Potential Vendors
- iv. Actual & Potential Bricktown Merchants
- v. Actual & Potential Merchant Discounts

**c. Donation Request Packets at Sam's Club**

- i. Prepared and submitted 25 on line \$2,500 grant applications to Walmart Foundation for 25 sites in the Oklahoma City area on February 26, 2017.
- ii. Have received only 3 responses to date and they were rejections.

## **11. Conclusion**

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- a. Next meeting will be our “Stuffing Session” from 2:00 PM to 5:00 PM on Sunday afternoon May 14, 2017 here on the 2<sup>nd</sup> floor of the Sheraton Hotel.**
- b. Work Plan and Flow Chart have been prepared.**
- c. Thanks for Coming!**