

## **Pre-Reunion Briefing for Registered Attendees**

As the Assistant Reunion Coordinator for the 2017 Oklahoma Reunion and behalf of Chapter 18 who is hosting the reunion, I want to extend a warm welcome Oklahoma City. We are excited you chose to attend our reunion, to link up with fellow Sky Soldiers and to enjoy the numerous attractions that Oklahoma has to offer.

I want to give you an in-depth briefing on the overall reunion activities you have chosen to participate in. I will address them one at a time in chronological order to help orient you. Most of this information will also be in the Reunion Booklet when you check into the Reunion Registration Desks.

## **Airport Transportation**

The Renaissance and Sheraton Hotels do not have airport shuttle services so you will need to arrange for your own transportation upon your arrival at Will Rogers International Airport.

## **Downtown Parking**

There are several downtown parking lots that cost about \$10 per day including the Sheraton and Renaissance Hotels. Valet parking is available at the Renaissance for \$15 per day

## **Reunion Registration Desk**

Location: Registration Desks on 2<sup>nd</sup> floor of the Sheraton Hotel

Days: Wednesday thru Saturday

Hours: 9:00 AM thru 5:00 PM

Activities: Three lines for last names A thru G, H thru N and O thru Z.

Will be manned by volunteers from the Oklahoma City Convention Bureau

Pickup Reunion Badge Holder with Name Tab

Pickup prepaid Optional Activity Admittance Tickets

Pickup USAA “goodie bag” containing maps, brochures & 52-page Reunion Booklet that can be used to carry maps, purchases, souvenirs, etc.

Comments: It is imperative that you wear your issued Badge Holder with Name Tag at all times. You will not be admitted to the Hospitality Room, BBQ Picnic, Bus Tours, Ladies Luncheon, General Membership Meeting, Gold Star Luncheon, and Banquet. You will be asked to leave if you are not wearing it. You will also be issued prepaid admission tickets for optional activities. Each optional activity has a distinctive color as mentioned below. Unfortunately, this process is necessary because of “party crashers” at previous reunions who gained entry without paying which is grossly unfair to Reunion Attendees who have paid. In addition, many local merchants have been alerted to offer discounts to our Reunion Attendees who are

wearing the distinctive 173d ABA Reunion Badge Holders with Name Tags. The Badge Holders have pockets (some zippered) to safeguard activity tickets, credit cards, money, hotel room key, parking receipt, etc.)

### **Vendors Room**

Location: Plaza Ballroom on 2<sup>nd</sup> floor of the Sheraton Hotel

Days: Wednesday thru Saturday

Hours: 9:00 AM to 5:00 PM

Admittance: Badge Holder with Name Tab

Comments: Available items ball caps, T-shirts, 2017 Oklahoma Reunion Challenge Coins, raffle tickets, various merchandise.

Pre-purchased 2017 Oklahoma Reunion Challenge Coins can be redeemed at the Chapter 18 table by presenting your Badge Holder with Name Tab **AND White** Admittance Ticket

### **Hospitality Room**

Location: Century Ballroom on 2<sup>nd</sup> floor of the Sheraton Hotel

Days: Wednesday thru Saturday

Hours: 9:00 AM to 11:00 PM

Admittance: Badge Holder with Name Tab

Comments: Available items at no charge are coffee, water, soft drinks, snacks, popcorn and tap beer.

Cash Bar from 1:00 PM to 11:00 PM.

### **BBQ Picnic (Optional Activity)**

Location: One Broadway Room on 1<sup>st</sup> floor of Sheraton Hotel

Day: Wednesday

Hours: 6:00 PM to 7:00 PM

Admittance: Badge Holder with Name Tab **AND Green** Admittance Ticket

Comments:

### **Fort Sill Bus Tour (Optional Activity)**

Loading Zone: 3 busses parked at street curb in front of Sheraton Hotel

Day: Thursday

Hours: Loading time to be announced at later date & also posted in Registration Area

Admittance: Badge Holder with Name Tab **AND Red** Admittance Ticket **AND** DOD ID Card or pre-approved Fort Sill Form Access Form

Comments: Bus Captains will have Manifest of prepaid registrants

Lunch will be provided at a Fort Sill dining facility at no charge to Attendees

Bottled water will be available if needed

Please ride the same bus at all times.

Busses will be number FS #1, FS #2, and FS #3

### **Downtown Discovery Bus Transportation**

Location: Loading zone in front of Sheraton & Renaissance Hotels

Days: Wednesday thru Saturday

Hours: Runs every 15 minutes from 10:00 AM to 8:00 PM with about 15 stopping points in about a 10 block square area of downtown Oklahoma City

Admittance: Free (sponsored by downtown Oklahoma City Merchants)

Comments: There are other bus routes available for greater distances, but they are not free.

### **Cowboy & Western Heritage Museum Bus Tour**

Loading Zone: 1 bus parked at street curb in front of Sheraton Hotel

Day: Friday

Hours: Bus will make 5 round trips departing Sheraton Hotel at 9:45 AM, 10:30 AM, 1:30 PM, 2:30 PM and 3:30 PM.

Admittance: Badge Holder with Name Tab **AND Orange** Admittance Ticket

Comments: Bus Captains will have Manifest of prepaid registrants

You pay discounted admission \$7.75 per person to the museum by displaying your Badge Holder with Nametag.

Lunch on your own

Bus will be marked “**Cowboy**”

**45<sup>th</sup> Infantry Division Museum Bus Tour**

Location: 1 bus parked at street curb in front of Sheraton Hotel

Day: Friday

Hours: Bus will make 5 round trips departing Sheraton Hotel at 9:45 AM, 10:30 AM, 1:30 PM, 2:30 PM and 3:30 PM.

Admittance: Badge Holder with Name Tab **AND Blue** Admittance Ticket

Comments: Bus Captains will have Manifest of prepaid registrants

Admission to the museum is free by displaying your Badge Holder with Nametag, but donations are encouraged.

Lunch on your own

Bus will be marked “**45<sup>th</sup>**”

**Ladies Luncheon**

Location: One Broadway Room on 1<sup>st</sup> floor of Sheraton Hotel

Day: Friday

Hours: Noon to 1:00 PM

Admittance: Badge Holder with Name Tab **AND Pink** Admittance Ticket

Comments:

**Local Attractions in Walking Distance from the Sheraton & Renaissance Hotels**

Bricktown

Oklahoma City National Memorial & Museum

Myriad Botanical Gardens & Crystal Bridge Tropical Conservatory

Oklahoma City Museum of Art

Downtown Underground Tunnel System

**Association Board Meeting**

Location: Green Country Room on 2nd floor of Sheraton Hotel

Day: Friday

Hours: 1:00 PM to 5:00 PM

Admittance: Badge Holder with Name Tab

Comments:

### **General Membership Meeting**

Location: One Broadway Room on 1<sup>st</sup> floor of Sheraton Hotel

Day: Saturday

Hours: 9:00 AM to Noon

Admittance: Badge Holder with Name Tab

Comments: Association Officer Reports

Announcement of 2017 Officer Election Results

Recommended Bylaws Revisions

Info on 2017 Italy Reunion

Info on 2018 Reunion

### **Gold Star Luncheon**

Location: Red Carpet Room on 2nd floor of Sheraton Hotel

Day: Saturday

Hours: Noon to 1:00 PM

Admittance: Badge Holder with Name Tab **AND Gold** Admittance Ticket

Comments:

### **Banquet**

Location: Great Ballroom on 2nd floor of Cox Convention Center (directly across the street south of both Sheraton & Renaissance Hotels)

Day: Saturday

Hours:

Banquet Cocktail Hour:	5:00 PM to 6:00 PM (cash bar)
Colors, National Anthem, Invocation:	6:00 PM to 6:15 PM
Banquet Dinner:	6:15 PM to 7:30 PM (cash bar)
Toasts, Presentations, Guest Speaker:	7:30 PM to 8:30 PM (cash bar)
Awards, Raffle Ticket Drawings:	8:30 PM to 8:45 PM
Benediction and Retirement of Colors:	8:45 PM to 9:00 PM

Admittance: Badge Holder with Name Tab

Comments: Sit down dinner, coat and tie for men, cash bar available

Seating Chart: Seating Chart in entrance lobby showing tables reserved for specific units. No exceptions to seating chart. Locations will be rotated at future reunions.

Menu: To be announced

### **Memorial Service**

Location: One Broadway Room on 1<sup>st</sup> floor of Sheraton Hotel

Day: Sunday

Hours: 9:00 AM to 10:30 AM

Admittance: N/A

Comments: