**Event Timing (3/22/2017 … all times approximate)**

**VETERANS EXPO – APRIL 8, 2017**

6:30AM Parking Volunteers in Place. Key lead coordinators here. Cadets for headcount here by 7AM.

6:30AM to 8:00AM Last opportunity for exhibitors to set up until after program. Must be pre-coordinated with Lisa! ***No pass no entry. Most coming from a distance.***

7:00AM All staff in place (some earlier). Staff parking in designated areas only. Early handicapped to special spots in main parking (not regular handicapped lot). Only VIPs in west side parking lot until after 9AM. Prepare for arrival of VIP guests (Jeff M.) Cadets arrive about 7:00AM. Allows time for breakfast (Salvation Army). Cadets serving as escorts (16) assigned VIPs as they arrive. Gates open at 8AM. Two cadets at gate to take head count.

7:00AM to 8AM Salvation Army breakfast for cadets, Marines (color Guard and honorees) and other select volunteers … not all.

8:05AM All exhibitors out of auditorium … no exceptions.

*Suggested arrival time for emcees (not later than). Use cadets/CVRM volunteers to start moving others out of auditorium about 7:50AM. No exhibitors in auditorium past 8:05AM.* ***NO EXCEPTIONS.*** *If exhibitors need more time to set up, they must finish* ***after*** *the 9AM program is completed. Access limited between 8:05AM and 9:00AM to just those on list (see Lisa Mowery Jones or VIP Committee). VIP area set up inside with coffee, pastries, etc. Area set aside for Tom Tucker and Kelley Moody to talk with Honorees. VIP Parking should be with VIP parking pass. VIP invitees who RSVP will have special badges to help identify. Those who did not RSVP will be given hand-written badges. Be prepared for last minute changes.*

8:00AM Final run-through of flag raising ceremony. Cadets, color guard, etc. Tom and co-host should be here by now (prep for program)

8:15AM All in place for 8:30AM Flag Raising ceremony.

*Cadets and CVRM volunteers in place to lead guests to auditorium after the flag raising and around the exhibitor booths (cordoned off)*

8:30AM Flag Raising Ceremony.

*Combined effort by VFW, American Legion and Cadets. Ceremony starts with a formation “march in” to music followed by actual flag raising. Desert Heat Wave bugler (Chris Proffer) providing music . Handicapped parking in designated areas of general public parking until 9AM (Greg Peck and Bob Cox)*

8:00AM to 9:00AM Outside activities available: Salvation Army Emergency Relief Vehicle (ERV), military vehicles (Patton Museum), VA mobile van, Border Patrol vehicles, Indio Police, SOS, etc. Rest Room Facilities open (check). Waters available.

8:45AM to 9AM Patriotic Music provided by the Desert Heatwave Band led by Tomas Gramillo leading up to the program.

NLT 8:55AM All VIP guests seated (or seats marked reserved) inside Fullenwider. Escorted by cadets through special VIP door (limited number of cadets available). Patriotic music by Desert Heatwave Band from 8:45AM to 9AM.

8:50AM Specified doors open, begin handing out programs to guests and allow into auditorium. On stage presenters and guests (TBD) escorted to seats on stage. Cadets and designated CVRM volunteers keep all from entering cordoned off exhibition booths. Doors? .

9:00AM(sharp) Emcees Tom Tucker and co-host Kelley Moody welcome audience, introduce band and Kyles. Acknowledge dignitaries in audience (provide list) Tom asks leader of 29 Palms Marine Color Guard to request the colors be posted (ask all to stand and remain standing through the prayer)

9:05AM Leader of Marine Color Guard requests colors be posted (all stand)

9:08AM Pledge of Allegiance (led by Lt Brandon Kyle)

9:10AM National Anthem sung by Fault Line  (follows Pledge of Allegiance directly)

9:13AM Opening Prayer (Lt Monica Kyle)

9:16AM Tribute to POWs/MIAs. Simple acknowledgement of the sacrifices made and acknowledge any former POWs who may be with us today. (Tom). Mention loss of Shirley Powell one of our honorees last year. Moment of silence

9:19AM Tribute to Riverside County Supervisor John Benoit. Tom Introduces retired General Guido Portante who speaks for family.

9:25AM Tom introduces Sy Kaplan. Special poem.

9:29AM Service Medley by band (at conclusion of Sy Kaplan’s time)

9:33AM Start of program honoring two active duty Marines, two local veterans and two JROTC cadets. Tom and Kelly Moody have some latitude on how best to use time and keep it moving. Tom and Kelley will help with presentations by Legislators after the program. On stage (besides Tom and Kelley):

Kyles (Lt Brandon and Lt Monica)

BGen Guido Portante

Sy Kaplan

Cadet Honoree (Cadet Sunnymarie Segura)

Cadet Honoree (Cadet Colonel Dustin Simpson)

Marine Honoree (Corporal Elijah Fields)

Marine Honoree (Sergeant Deanna Romo)

Veteran Honoree (John Easton)

Veteran Honoree (Mary Zingg)

9:52AM At conclusion of the awards, Tom will re-introduce Desert Heatwave Band (and singer Samantha Valdez)) for final song.

9:56AM Tom and co-host cover closing remarks

*Mention booths opening at close of program, food at 11AM, Thank you’s, ask honorees to remain on stage at close of program for pictures and receipt of gifts from legislators. Turn podium over to Lt Kyle for final remarks.*

9:59AM Lt Kyle. His thanks for coming. Opening of Expo and Booths.

*At close of program, honorees and legislators will be asked again to stay around the stage for pictures and interviews with dignitaries and Press. Need to work on details, however, we have followed this format before and it seems to work well. Need to make sure Press (radio, newspaper, TV) are aware of this schedule ahead of time.*

11:00AM Food service starts. Designated cadets plus other volunteers (DAV, etc.) help with preparation and service of food to audience and exhibitors. Service through 1:00PM.

1:00PM Close of Expo.

*Service continues to those in line or at booths. Immediately following, designated volunteers needed to save booth signs, badge holders, etc. and clean facility for turnover back to fairgrounds. Any materials/food left behind should be coordinated with the Salvation Army (Lisa, Lt Kyle) or through the primary staff.*

1:05PM Flag lowering (designated volunteers to help … cadets?)

*Through 3PM or however long it takes, complete cleanup and leave auditorium. Need maximum assistance from designated volunteers during this time. Please follow guidance with regards to dispersal of any remaining items. Coordinate with Lisa Mowery Jones all closing actions.*