

REC
13 JUN 87
VH

AGENDA

Introductions

Landmark Status: Approved Regional Historic Mechanical Engineering Landmark
Tentative Date: May 1988
Plaque: To be provided by ASME H & H Committee, forthcoming
Brochure: Section responsible for preparation according to guidelines
Ceremony: Who will be coming

Date:

Location:

Special Events:

Program: Welcome
Explanation of Landmarks Program -- National ASME H & H
History of Landmark
Presentation of Plaque -- National ASME officer
Acceptance of Plaque
Closing

Things to consider down the line:

Accommodations and transportation problems for guests
Publicity: Section should handle local publicity or make arrangements.
Equipment needs: podium, adequate sound system, prop for displaying
plaque

Special Guest Invitations

REP
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Check List

- 6 months Draft Brochure
 Draft Plaque
 Section Planning Meeting
- 5 months Plaque wording approved by Committee, Sponsor, and Section
 Planning Meeting with All Sponsoring Participants
- 4 months Final Brochure Draft sent to Committee for Review
 Plaque ordered
 Ceremony details planned
 Program details finalized, with invited speakers selected
- 3 months Brochure approved for publishing
 H & H Committee notified of final ceremony and program plans
 Section distributes news release announcing Committee Approval
- 2 months Invitations prepared and printed
 Invitation List compiled including National ASME list
 Ceremony events set up, Special arrangements finalized
- 1 month Invitations mailed
 Brochure printed
 Program confirmed, prepared, and printed
 Equipment and logistics confirmed and prepared
 Accommodations and transportation of incoming guests checked
 ASME Public Information issues news release
 Plaque sent and arrives with designated person
 Section invites local newspaper, radio, and television
 to ceremony
- During Event News media should be singled out and assisted
 Program participants and other VIPs should be escorted to
 a gathering area and introduced informally
- Follow-up Section has responsibility for thank you notes to the
 appropriate people.