

June 17, 1996
revised June 18, 1996
revised July 31, 1996
revised August 2, 1996

DEDICATION CEREMONY AND RIBBON CUTTING
EROS DATA CENTER ADDITION
AUGUST 19, 1996

Check List

Invitations--special guests

D. Lauer

Director Eaton
Deputy Associate Administrator Mann
Acting Division Chief Witmer
MTPE Program Office Director Price
Senator Pressler
Senator Daschle
Governor Janklow
Mayor Hanson

Invitations--all other attendees

Extensive mailing list (letter) C. Johnson
EDC families (special mailing) R. Beck
Old-timers (letter) R. Beck

Transportation and Lodging Logistics

Airport arrival times--key participants

C. Johnson

Eaton
Witmer
Mann
Price

10 rooms blocked at Country Inn and Suites

R. Beck

Out-of-town participants make their own room reservations

Airport departure times--key participants

C. Johnson

Eaton
Witmer
Mann
Price

Release

Transportation to EDC

Key Participants

- Eaton
- Witmer
- Mann
- Price

Early arrivals meet in D. Lauer's office
 Coffee and tea

C. Johnson

Dedication Ceremony

- Speakers platform, podium and 12 chairs (with names)
- Seating for 300
- Sound system
- Program
- EROSDATA special issue
- Parking
- Flags for platform
- Flags for main flag poles
- Flags for driveway
- Band (or taped music)
- Photo coverage
- Video coverage
- Contingency plan (auditorium)
- Speakers - G. Eaton, W. Janklow, G. Hanson, L. Pressler, T. Daschle, B. Price, D. Lauer
- Preparation of Director Eaton's introductory remarks

- L. McManus
- G. Dinkel
- D. Becker
- L. McManus
- M. Barber
- G. Dinkel
- G. Dinkel
- G. Dinkel
- G. Dinkel
- R. Beck
- B. Draeger
- D. Becker
- G. Dinkel
- D. Lauer
- D. Lauer

*E-mail
 Friday
 employees
 no park
 front lot*

Ribbon Cutting

- Large ribbon/big scissors
- Sound system
- Photo coverage
- Video coverage

- R. Beck
- D. Becker
- B. Draeger
- D. Becker

Tour of Facilities (for key participants)

- Parts of existing building (route TBD)
- All of new addition (route TBD)
- Led by G. Eaton and D. Lauer
- Includes D. Witmer, M. Mann, B. Price, L. Pressler, T. Daschle, W. Janklow, G. Hanson, L. Reynolds, G. Haugan, D. Pederson
- Demonstrations (TBD)
- Displays (TBD)
- EDC signs (TBD)

- D. Lauer
- D. Lauer

- J. Sturdevant/Appropriate Branch/Office
- J. Sturdevant/Appropriate Branch/Office
- L. McManus

Refreshments in the atrium (for all others)

EDC Displays (TBD)	J. Sturdevant/Appropriate Branch/Office
NASA Displays	R. Beck
EDC video in the auditorium (optional)	D. Becker
Food and drink	R. Beck
Gathering of the old-timers (training bay) - show the 1973 video	D. Hood

Press Conference (Briefing Room)

Set-up--tables, chairs, large name plates, microphones	G. Dinkel
Participants--G. Eaton, D. Lauer, M. Mann, B. Price, L. Pressler, T. Dashcle, W. Janklow, G. Hanson	
Invitations to the press (TV, radio, newspapers)	R. Beck
Press packets	R. Beck
Preparation of "key points" for Director Eaton	D. Lauer

Transportation to Hotel in Sioux Falls

Key participants

Eaton
Witmer
Mann
Price

Transportation from Hotel to Westward Ho

Key participants

Eaton
Witmer
Mann
Price

Dinner

Hosted by Sioux Falls Development Foundation (SFDF)	D. Lauer
SFDF guest list and letter	D. Scott
EDC guest list and letter	C. Johnson
Printed Program	L. McManus
Agenda--D. Lauer	
Introductions and MC--D. Lauer	
Welcome--L. Reynolds	
Invocation	R. Beck
Speakers-- L. Pressler, G. Eaton, A. Schock, M. Mann	
Table name plates and name tags (from guest lists)	R. Beck

"No host" table arrangement--with seating directory
Speakers podium (on small riser)
Sound system
Displays
- architectural sketches
- the photo display of construction
EROSDATA issue at each place setting
Photo coverage
Video coverage
Preparation of remarks for Director Eaton

R. Beck
D. Becker
D. Becker
G. Dinkel

L. McManus
B. Draeger
D. Becker
D. Lauer

Transportation from Westward Ho to Hotel

Key participants

Eaton
Witmer
Mann
Price

Transportation on Tuesday Morning

Key participants

Eaton
Witmer
Mann
Price

Post Event

Thank you letters
Keep Don Kelly informed
Keep Tim West informed
Distribution of photos and videos

D. Lauer
R. Beck
R. Beck
D. Lauer