

91st Promenade Nationale - Springfield, IL
September 5, 2010 - September 11, 2010
Program Requirement Sheet

Day	Date	Start Time	End Time	Function	Room Name
Sun	9/5/2010	7:00 AM	5:00 PM	Voiture Nat'I Office/History Books 6' Skirted Tables Around Perimeter of Room With 6 Chairs	Plaza 1
Sun	9/5/2010	7:00 AM	5:00 PM	Cabane Nat'I Office Conference Table for 8 People Water Station in Room	Plaza 2
Sun	9/5/2010	8:00 AM	4:00 PM	National Emblem Sales/Vendors 35 - 6' Draped Tables With 4 Chairs Water Station and Trash Can in Room Phone Line for Credit Card Machine High Speed Internet Connection	Rendezvous
Mon	9/6/2010	7:00 AM	5:00 PM	Voiture Nat'I Office/History Books Existing Setup / Refresh Room	Plaza 1
Mon	9/6/2010	7:00 AM	5:00 PM	Cabane Nat'I Office Existing Setup / Refresh Room Upon Contact's Request	Plaza 2
Mon	9/6/2010	7:00 AM	5:00 PM	First Aid Room 2 - 6' Draped Tables and a Roll-away Bed. 6 Chairs Water Station in Room	Plaza 4
Mon	9/6/2010	8:00 AM	4:00 PM	National Emblem Sales/Vendors Existing Setup / Refresh Room	Rendezvous
Mon	9/6/2010	8:00 AM	4:00 PM	Registration 2 - 8' Skirted Tables with 4 Chairs Water pitcher/Glasses, Trash Can Cork Board/Push Pins	Mezzanine Reg Desk
Tue	9/7/2010	7:00 AM	5:00 PM	Voiture Nat'I Office/History Books Existing Setup / Refresh Room	Plaza 1
Tue	9/7/2010	7:00 AM	5:00 PM	Cabane Nat'I Office Existing Setup / Refresh Room Upon Contact's Request	Plaza 2
Tue	9/7/2010	7:00 AM	5:00 PM	First Aid Room Existing Setup / Refresh Room	Plaza 4
Tue	9/7/2010	8:00 AM	4:00 PM	National Emblem Sales/Vendors Existing Setup / Refresh Room	Rendezvous
Tue	9/7/2010	8:00 AM	4:00 PM	Registration Existing Setup / Refresh Room	Mezzanine Reg Desk
Tue	9/7/2010	9:00 AM	3:00 PM	La Femme Registration 2 - 8' Skirted Tables/ 4 Chairs, Trash Can Water/Glasses, Cork Board/Push Pins	Ambassador
Wed	9/8/2010	7:00 AM	5:00 PM	Voiture Nat'I Office/History Books Existing Setup / Refresh Room	Plaza 1

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Wed	9/8/2010	7:00 AM	5:00 PM	Cabane Nat'l Office Existing Setup / Refresh Room	Plaza 2
Wed	9/8/2010	7:00 AM	5:00 PM	First Aid Room Existing Setup / Refresh Room	Plaza 4
Wed	9/8/2010	8:00 AM	4:00 PM	National Emblem Sales/Vendors Existing Setup / Refresh Room	Rendezvous
Wed	9/8/2010	8:00 AM	4:00 PM	Registration Existing Setup / Refresh Room	Mezzanine Reg Desk
Wed	9/8/2010	8:00 AM	4:30 PM	Finance/Committee Directeurs Mtg Conference Style, 8 people. Water/ Glasses/ Pads/Pens. No Audiovisual	Conf Center 3
Wed	9/8/2010	8:00 AM	9:30 AM	Hobo Association Theatre Style - 45 People Standing Podium and Head Table for 3 Water Station In Room - No Audiovisual	Conf Center 4
Wed	9/8/2010	8:30 AM	9:30 AM	Color Guard Competition Theatre Style - 600 People 20 Chairs and head table for 8 with standing podium on riser. 6' skirted table in front of stage on floor. 6' skirted table in front of wheelchair ramp. Podium & 4 floor microphones with 8 channel mixer	Prairie/Illinois
Wed	9/8/2010	9:00 AM	3:00 PM	La Femme Registration Existing Setup / Refresh Room	Ambassador
Wed	9/8/2010	9:00 AM	4:30 PM	Committee on Committees Conference Style, 6 People. Water/ Glasses/ Pads/Pens. No audiovisual	Conf Center 1
Wed	9/8/2010	9:30 AM	12:00PM	Past Chefs Club Breakfast Rounds of 10	Capitol
Wed	9/8/2010	11:00 AM	1:00 PM	Childrens Party Rounds of 10	Embassy
Wed	9/8/2010	1:30 PM	2:30 PM	La Femme Cheminot Nationale Theatre Style 500 People, Tabletop Podium & Head Table for 8 People on Riser. 2 Water Stations in Back of Room Podium & 1Floor Mic with 4 Channel Mix	Ambassador
Wed	9/8/2010	2:30 PM	3:30 PM	La Femme Joint Committee Meeting Theatre Style - 75 People Standing Podium & Head Table for 3 Water Station In Room - No Audiovisual	Vista 1

Day	Date	Start Time	End Time	Function	Room Name
Wed	9/8/2010	2:30 PM	3:30 PM	La Femme Box Car and Rules & Order Theatre Style - 75 People Standing Podium & Head Table for 3 Water Station In Room - No Audiovisual	Vista 2 & 3
Wed	9/8/2010	2:30 PM	3:30 PM	La Femme Resolution Committee Mtg Theatre Style - 75 People Standing Podium & Head Table for 3 Water Station In Room - No Audiovisual	Vista 6
Wed	9/8/2010	3:30 PM	4:30 PM	La Femme Credentials Committee Mtg Theatre Style - 75 People Existing Setup / Refresh Room	Vista 1
Wed	9/8/2010	3:30 PM	4:30 PM	La Femme Constitution Committee Mtg Theatre Style - 75 People Existing Setup / Refresh Room	Vista 2 & 3
Wed	9/8/2010	3:30PM	4:30 PM	La Femme Trophy & Awards Meeting Theatre Style - 75 People Existing Setup / Refresh Room	Vista 6
Wed	9/8/2010	5:00 PM	7:00 PM	Cheminot Meeting Theatre Style - 600 People Existing Setup / Refresh Room	Prairie/Illinois
Wed	9/8/2010	6:00 PM	7:00 PM	Reception Beverage / Cash Bar	Embassy
Wed	9/8/2010	7:00 PM	10:00 PM	German Dinner / Party Rounds of 10 and 1 Microphone	Embassy
Thu	9/9/2010	7:00 AM	5:00 PM	Voiture Nat'l Office/History Books Existing Setup / Refresh Room	Plaza 1
Thu	9/9/2010	7:00 AM	5:00 PM	Cabane Nat'l Office Existing Setup / Refresh Room Upon Contact's Request	Plaza 2
Thu	9/9/2010	7:00 AM	5:00 PM	First Aid Room Existing Setup / Refresh Room	Plaza 4
Thu	9/9/2010	8:00 AM	4:00 PM	National Emblem Sales/Vendors Existing Setup / Refresh Room	Rendezvous
Thu	9/9/2010	8:00 AM	4:00 PM	Registration Existing Setup / Refresh Room	Mezzanine Reg Desk
Thu	9/9/2010	8:00 AM	3:00 PM	Finance / Committee Directeur Mtg Conference Style - 8 People Existing Setup / Refresh Room	Conf Center 3

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		Time	Time		
Thu	9/9/2010	8:00 AM	10:00 AM	Box Car Association Meeting Theatre Style - 70 People Standing Podium and 6' Skirted Table Next to Podium for Instructors Materials Water Station In Room - No Audiovisual	Vista 1
Thu	9/9/2010	8:00 AM	10:00 AM	Resolutions/Constitution Theatre Style - 70 People Standing Podium and 6' Skirted Table Next to Podium for Instructors Materials Water Station In Room - No Audiovisual	Vista 2
Thu	9/9/2010	8:00 AM	10:00 AM	Membership Meeting Theatre Style - 70 People Standing Podium and 6' Skirted Table Next to Podium for Instructors Materials Water Station In Room - No Audiovisual	Vista 6
Thu	9/9/2010	8:00 AM	9:00 AM	Child Welfare Meeting Theatre Style - 50 People Standing Podium and 6' Skirted Table Next to Podium for Instructors Materials Water Station In Room - No Audiovisual	Plaza 3
Thu	9/9/2010	8:00 AM	9:00 AM	Rules & Order Meeting Theatre Style - 50 People Standing Podium and 6' Skirted Table Next to Podium for Instructors Materials Water Station In Room - No Audiovisual	Conf Center 4
Thu	9/9/2010	9:00 AM	4:30 PM	Committee on Committees Theatre Style - 10 People Existing Setup / Refresh Room	Conf Center 1
Thu	9/9/2010	9:00 AM	1:00 PM	Time & Place Meeting Theatre Style - 70 People Standing Podium and 6' Skirted Table Next to Podium for Instructors Materials. Bidding Cities will Contact Audiovisual Contractor. Water Station Inside Room	Plaza 3
Thu	9/9/2010	9:00 AM	3:00 PM	La Femme Registration Existing Setup / Refresh Room	Ambassador
Thu	9/9/2010	9:00 AM	10:00 AM	Credentials Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Conf Center 4

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Thu	9/9/2010	9:00 AM	10:30 AM	La Femme Ritual Committee Meeting Theatre Style - 75 People Head Table for 3 - No Audiovisual	Vista 3
Thu	9/9/2010	9:00 AM	10:30 AM	La Femme Aid to the Voiture Meeting Theatre Style - 75 People Head Table for 3 - No Audiovisual	Vista 5
Thu	9/9/2010	9:00 AM	10:30 AM	La Femme Finance Committee Mtg Theatre Style - 75 People Head Table for 3 - No Audiovisual	Plaza 3
Thu	9/9/2010	11:30 AM	1:30 PM	La Femme Luncheon Rounds of 10 - 150 People Head Table (8) Podium & Microphone	Embassy
Thu	9/9/2010	1:00 PM	2:00 PM	Nurses Training Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Vista 1
Thu	9/9/2010	1:00 PM	2:00 PM	VAVS Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Vista 2
Thu	9/9/2010	1:00 PM	2:00 PM	Youth Sports Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Vista 6
Thu	9/9/2010	1:00 PM	2:00 PM	Special Awards Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Plaza 3
Thu	9/9/2010	2:00 PM	3:00 PM	Pow/Mia Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Vista 1
Thu	9/9/2010	2:00 PM	3:00 PM	Carville Star Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Vista 5
Thu	9/10/2010	2:00 PM	3:00 PM	Voiture Activities Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Vista 6
Thu	9/9/2010	2:00 PM	3:00 PM	Americanism Meeting Theatre Style - 70 People Existing Setup / Refresh Room	Plaza 3
Thu	9/9/2010	3:00 PM	4:00 PM	Ritual Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Vista 1

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Day	Date	Start Time	End Time	Function	Room Name
Thu	9/9/2010	3:00 PM	4:00 PM	Historiens Meeting Theatre Style - 50 People	Vista 2

				Existing Setup / Refresh Room	
Thu	9/9/2010	3:00 PM	4:00 PM	Public Relations Meeting Theatre Style - 50 People Existing Setup / Refresh Room	Vista 6
Thu	9/9/2010	3:00 PM	4:00 PM	Finance Committee Meeting Theatre Style - 70 People Existing Setup / Refresh Room	Plaza 3
Thu	9/9/2010	2:30 PM	4:30 PM	La Femme General Session Theatre Style - 300 People. Standing Existing Setup / Refresh Room	Ambassador
Thu	9/9/2010	4:30 PM	5:30 PM	General Session/Memorial Theatre Style - 600 People Existing Setup / Refresh Room	Prairie/Illinois
Fri	9/10/2010	7:00 AM	5:00 PM	Voiture Nat'I Office/ History Books Existing Setup / Refresh Room	Plaza 1
Fri	9/10/2010	7:00 AM	5:00 PM	Cabane Nat'I Office Existing Setup / Refresh Room Upon Contact's Request	Plaza 2
Fri	9/10/2010	7:00 AM	5:00 PM	First Aid Room Existing Setup / Refresh Room	Plaza 4
Fri	9/10/2010	8:00 AM	4:00 PM	National Emblem Sales/ Vendors Existing Setup / Refresh Room	Rendezvous
Fri	9/10/2010	8:00 AM	4:00 PM	Registration Existing Setup / Refresh Room	Mezzanine Reg Desk
Fri	9/10/2010	8:30AM	11:00 AM	General Session Theatre Style - 600 People Existing Setup / Refresh Room	Prairie/Illinois
Fri	9/10/2010	9:00 AM	5:00 PM	La Femme General Session Theatre Style - 300 People Existing Setup / Refresh Room	Ambassador
Fri	9/10/2010	11:15 AM	12:45 PM	Generals Brunch Rounds of 10 - 90 People	Capitol
Fri	9/10/2010	1:00 PM	5:00 PM	General Session Theatre Style - 600 People Existing Setup / Refresh Room	Prairie/Illinois
Fri	9/10/2010	6:00 PM	7:00 PM	Attitude Adjustment Hour	Capitol/Reg

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Day	Date	Start Time	End Time	Function	Room Name
Fri	9/10/2010	7:00 PM	10:00 PM	Dinner Banquet Head Table - 18-20 People Wired Podium Microphone Rounds of 10 - 500 People	Prairie/Illinois

Sat	9/11/2010	7:00 AM	1:00 PM	Voiture Nat'I Office/History Books Existing Setup / Refresh Room	Plaza 1
Sat	9/11/2010	7:00 AM	1:00 PM	Cabane Nat'I Office Existing Setup / Refresh Room	Plaza 2
Sat	9/11/2010	7:00 AM	1:00 PM	First Aid Room Existing Setup / Refresh Room	Plaza 4
Sat	9/11/2010	8:00 AM	4:00 PM	National Emblem Sales/Vendors Existing Setup / Refresh Room	Rendezvous
Sat	9/11/2010	9:00 AM	10:30 AM	La Femme Installation/Cheminot Nat'I Theatre Style -300 People Existing Setup / Refresh Room	Ambassador
Sat	9/11/2010	9:30 AM	1:00 AM	General Session/Closing Theatre Style -600 People Existing Setup / Refresh Room	Prairie/Illinois

Room Assignments

Chef de Chemin de Fer - Gerald Brady - Room # 2001
Correspondant National - Bernie Sampson - Room # 1415
Nat'l La Presidente - Debbie Douglass - Room # 2001
Nat'l La Correspondante - Barbara Shaffer - Room # Prairie Suite
Past Chef de Chemin de Fers - Room # Conference Room 4
Law Officer - Room #
Americanism Winner - Room #
Terri Taylor - Room #
Karen Jones - Room #
Gary Beatty - Room #
Harold Miller - Room #
Whitney Robertson - Room # Near Barbara Shaffer
LaVerne Eccleston - Room # 1617
Robert Kaseman - Room # Near Lincoln Suite
William "Joe" Jamnick - Room # Near Lincoln Suite
Terry Sims - Room # 1614
Ted Lang - Room # 2813
Bill Cain - Room # Near Bernie Sampson

