

Vernon Thomson Signage

INITIAL DRAFT PLAN

event to be held at the community center

? exact location and direction facing of the actual sign [remember attempts to put four signs on 80 & 14 N,S,W,E of the city ALSO]

"unveiling" will need a 'veil' like a cloth boat tarp of sorts

Proposed day *& time on a Monday at 5:30 once we've rec'd the sign

... two week notice in advance to allow for reasonable notice to anyone who would like to attend

Should we do a "heads up" letter from the City of Richland Center to specific invites to make note since there is no set day

** Set up with a list of needs and clean up **

Invites include, but not limited to:

Family of Mr. Thomson

former Mayors of the City

area former Governors or their representatives -- Thompson/Elroy, Blaine/Boscobel, Davidson/Soldiers Grove, Rusk/Viroqua

Current elected officials-- state, area, local and former area politicians {Dale Schultz}

? other dignitaries not politically identified yet should be included -- if so Who ?? [it is not who you invite it is who is overlooked]

Open Invite to the community and county in the press -- WRCO & Observer and Bob Bellman for his role in initiating this

program weather permitting in front of the sign / in case of inclement weather we would move into the CC gym

Emcee & portable microphone with a podium / stand small table

US & State of Wisc flags {would it be appropriate to invite Am. Legion to present colors ?}

chairs for the dignitaries // audience can stand as it should take approx. 20-30 min

reception inside in the conference room after -- beverages and light snacks... displays are possible ... light music would add to the ambience

Post event PRESS RELEASE with Px of the event ... request the presence of Erik Olson to take Px

Release to to the area schools with a four page BIO [already prepared by Keith Ruetten} for educational purposes

Program outline [should a program be printed on a 1/2 sheet of paper ?]

WELCOME

PLEDGE OF ALLEGIANCE

Introduction of dignitaries

? who speaks {brief}

Acknowledgement of what is on the sign -- a tribute

pull off the veil with applause

CLOSING remarks with invitation to socialize after inside the conference room