

**Scope Of Work for AC-119 Gunship Reunion, Albuquerque, NM
September 17, 2013 through September 22, 2014**

- 1. Context:** 15th Annual AC-119 Gunship Association Event planning & implementation under the guidance & decision-direction of the Points of Contacts (POC).
 - a. Participants: Vietnam veterans, spouses, & guests; most are retirees.
 - b. Historical numbers & trends provided
 - c. AC-119 Gunship Association will contract & pay for all group events & meals.
 - i. State Tax exemption will apply
 - ii. Guarantee deposits will be via Credit Card
 - iii. Final payments will be via check/cash.
 - d. Individual attendees will pay for lodging
 - e. An AC-119 Reunion Coordinator's Guide is provided to clarify expectations, Lessons Learned, & details from prior reunions).
 - i. Some Reunion Guide Tasks can be completed by either the POCs or the hotel/contracted event planner.
- 2. POCs:**
 - a. COL Steve "Mac" Mac Isaac
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505-867-3367
 - b. Wayne Laessig
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707-592-4492
- 3. Content & Service Inclusions:**
 - a. **Required:**
 - i. Hotel with Reunion Rates from September 15 through September 22, 2013
 - 1) Reunion rate will continue to apply after guaranteed availability cut-off date
 - 2) Full Breakfasts included within Lodging pricing, or reduced full Breakfast pricing
 - 3) Room rates extended 3 days before & after Reunion dates improves attendance & overall room nights (rooms not guaranteed, but at Reunion Rate if available).
 - ii. Hospitality Room (called Hootch hereafter), in the Hotel, with beverages and munchies not to exceed local Military accessible pricing. NOTE: only for consumption 'in' the Hootch. The Hootch will also be closed during any events catered by the hotel.
 - iii. Friday Meet & Greet
 - iv. Saturday Meetings (held simultaneously in the morning)
 - v. Saturday Banquet
 - vi. Sunday Farewell Barbeque
 - b. **Options:**
 - i. Thursday Tour(s)
 - ii. Friday Tour(s)
 - iii. Sunday Golfing
- 4. Reunion Coordinator's Guide & History Spreadsheet provide historical & forecast numbers, & additional details.**
- 5. Line Item Tasks: see Reunion Coordinator's Guide & History Spreadsheet for historical & forecast numbers, additional details & considerations.**
 - a. Hotel lodging for 425-450 room nights. See Coordinator's Guide & History Spreadsheet
 - i. Rate based on single/double occupancy (suites may be different)
 - ii. Shoulder date rates same as Reunion Event date rates (i.e. Sept 23 through 30)
 - b. Hotel must Include Hospitality Room (called our Hootch) capabilities as follows:

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- i. Size: the bigger the better. Our Hootch is a central gathering area for individuals & small groups throughout the Reunion. Hootch room must include multiple in-room rounds & chairs for small group gatherings as well as rectangular tables completely around the room sides for Reunion paraphernalia, raffle items, T-shirts
- ii. Beverages: beer, regular & diet soda, water, wine
- iii. Food: chips, dips, peanuts, pretzels
- iv. Services: trash cans, daily ice, & clean-up
- v. Reunion Registration Table: usually outside the Hootch or near the Hotel Lobby
- c. **Friday Evening Meet & Greet for 225-250. See Coordinator's Guide & History Spreadsheet**
 - i. Heavy hors d'oeuvres adequate for meal
 - ii. Pay-As-You-Go Bars (2)
 - iii. Microphone (wired ok but hand-held better)
- d. **Saturday morning Membership Meeting with theater seating for 125-150.**
 - 1) Coffee, Bloody Mary's (pitchers)
 - 2) Projection Screen or wall big enough to project onto (we use our own computer/projector)
 - 3) Microphone (wired ok but hand-held better)
- e. **Saturday morning Spouse's Breakfast & Meeting in separate room or part of the Breakfast area for 25-50**
- f. **Saturday evening Banquet for 225-250. See Coordinator's Guide & History Spreadsheet**
 - i. 3 Meal options to be coordinated with POC (usually beef, chicken, & fish)
 - ~~1) Two bottles of wine per table of 10-12 and/or "corkage fee" if we provide the wine~~
 - 2) Wine available for table sale (by the bottle)
 - ii. Room Set up in rounds of 10-12
 - 1) Numbers on tables; provide Room/Seating diagram (sample attached; we'll blow it up to poster size for folks to reserve their seating)
 - 2) 3 rectangular tables set up in front or side for raffle items
 - 3) Head Table in front
 - 4) Podium with Microphone in front (wired ok but hand-held better)
 - iii. POW Ceremony (single seat, small table set separately per POC's guidelines)
 - iv. Pay-As-You-Go Bars (2)
- g. **Farewell Event for 150. See Coordinator's Guide & History Spreadsheet**
 - i. Barbeque or similar fare (at least two meats)
 - ii. Pay-As-You-Go Bar (1)
 - iii. Microphone (wired ok but hand-held better)
- 6. **Deliverables:** Please provide overall & line item pricing for content & services to the POCs for review. Separate proposals for Hotel Lodging (booking) and Reunion Events/Services are acceptable.
 - a. **Address all the following.** Include any out-sourced or additional contracts that you will not directly manage.
 - i. Hotel
 - ii. Hootch
 - iii. Meet & Greet
 - iv. Association Meetings
 - v. Banquet
 - vi. Farewell Event