

Memorial Day Ceremony 2023

Monday, May 29, 2023, 11:00 AM, Fort Vancouver National Park - Gazebo
VIP Reception: 10:00 - 10:45 AM, Marshall House (by invitation & CMAC)

Pre-Memorial Day walk thru: May 26 Friday at 8:00 AM at Fort Vancouver
Rehearsal for the raising of Garrison Flag-Saturday, TBD – Park Services- BSA
Memorial Day set-up: Monday, May 30, 2022- 8:00 AM

Marlene Varga-Director of Operations, CMAC call/text 360-600-7950-marlenemvarga@gmail.com
Larry Clifton- Event Manager, CMAC-360-901-9992-larryclifton2020@yahoo.com
Aaron Ochoa- Event Manager, NPS -360-513-6632-aaron_ochoa@nps.gov

- MC Host Speaker- Larry Smith/Mike Burton
- Speakers:
Mayor Anne McEnerny-Ogle
TBD-Chair, Clark County Councilor
Tracy Fortmann-Superintendent-National Parks Service
Meredith McMackin-Gold Star Family
- Keynote Speaker- Rep. Gluesenkamp Perez
- Memorial Day Script/time-line – Larry Smith
- Chaplain -TBD
- Photography – Ralph Walker
- National Anthem- TBD-John Toll, ROTC, U of P
- God Bless the USA, or God Bless America-TBD or Army Band will perform
- Wreath/Flowers-Marlene Varga1-Wreath, 14-Gold Star Carnations/Corsages, 5-Red Roses 1-POW/MIA Table, 1-Bill Morehouse, 1-Richard Alvarez, 1-Carl Lingenfelter, 1-George Golden
- Band-SSG Jim Sours- 204th Army Band
Service(s) Medley by Band – Veterans to rise during their service medley.
- Amazing Grace-Piper Gustav
- 40et8 Loci – Jim Resleff
- Bright Eyes Doves Release at Garrison Flagpole – Jadia Ward -51 Doves
- Permit – Aaron Ochoa-National Park Service-City Permit-Larry Clifton/Sean Douglas-City of Vancouver
- Red Cross Vancouver-June Lasch/Ralph
- Memorial Site Flags – Steven Stanley-Young Marines
- Cemetery Flags-VFW

Media/Marketing-Marlene Varga

- Press Release-CMAC-City-NPS
- CTVT-Jim Demmon-Jessica Trowsell
- Flyers-Sara Nein/Marlene Varga
- Programs-Sara Nein/Marlene Varga
- Request for all speaker bios-Marlene Varga

Indoor Reception Coordinator-Stephanie Collazo

- Marshall House– Application to reserve and permit if needed
- Cookies- Emblem Club
- Coffee-MOAA-David Casteel (3-Gallons)
- Water-Stephanie-1,500 small bottles

- Pat Spring & Emblem Club-set up cookies, water, and coffee
- 14-Yellow Carnations-Marlene Varga
- Reception Committee – Karla Bean and Emily Stoutsenberger-Guest book-provide Carnations to Gold Star Families
- Indoor Greeter- TBD-Escort Gold Star Families to Ceremony
- Contact Gold Star Families-Meredith McMackin

Gazebo Set-up Coordinator-Ron Powers

- 10-Chairs-Set-up-Young Marines-Volunteers
- Speaker Chair Labels-Marlene Varga
- Fallen Hero Banners-Put-up & Take-Down-Ron Powers
- Sound/Microphone-Patrick Locke
- Water/Program on chairs for Speakers-Young Marines
- POW/MIA Table-Jack Glieson

Outdoor Barbeque Coordinator- Mayor Anne McEnerney-Ogle

- Hot Dogs-Lions Club
- Frito Lay Chips-Marlene Varga/Garrett
- Franz Hot Dog Buns-Patrick Locke
- Water (For inside reception and outside) – Stephanie Collazo
- Coffee-MOAA-Dave Casteel/Rod Williams
- Tables– Lions Club/Young Marines

Security/Flag-Line Coordinator-CVI Richard McHugh-Eeyore

- Patriot Guard Flag Line-Danny Simonson
- Perimeter Security-CVI Eeyore-Richard McHugh

National Parks Service Event Manager-Aaron Ochoa

- Artillery Firing 1-Round via 1851 75mm Pack House Cannon-Set-up near Flagpole-NPS
Cannon will not fire??
- Weapons-NG Longview-1SG Buffo/NPS/David Moeglein
- Ammo Request Longview Artillery- 7 rounds-David Moeglein
- Rifle Salute-VFW Honor Guard-Glenn Fischer
- Fire Truck Hook/Ladder w/Colors-Placement-Firefighters/NPS-Marc Patchin-FD
- Garrison Flag-Practice/Rising-NPS-BSA
- War Memorial Site-Cleaned/Power Washed-NPS Maintenance/Rotary-Dan Sockle
- Gazebo-Cleaned/Painted-NPS
- Port-A-Potties-Order/Placement-3-ADA-5 Regular-Aaron Ochoa
- Garrison Flag Table Placement-Aaron Ochoa

Honor/Color Guard Coordinator- VFW Glenn Fischer/Sarah Fox

- Posting Colors-VFW
- Honor Guards-Vietnamese Veterans-Young Marines-VFW-Buffalo Soldiers-Cadet Units
- Echo Taps-VFW Honor Guard
- Rifle Salute Coordinate-VFW Honor Guard-Glenn Fischer-NPS

State/Special Flags/Wreath Stands Coordinators-Steven Stanley-Jim Czmowski

- Transport all Flags/Stands to Ceremony Site
- Placement/Take-down all Flags-Young Marines/Volunteers
- Wreath Stands-Jim Czmowski
- Bring CMAC Lectern to Gazebo-Steven Stanley

Clean Up Coordinators-Steven Stanley-Jim Czmowski

- Order/Pick-Up/Place-Waste Connections-6-Recycle & 6 Garbage Containers with bags-Young Marines
- Order Dumpster-Steven Stanley-Placement NPS Visitor Parking Lot-Aaron Ochoa
- Clean-up-All trash on the parade field-Young Marines/Volunteers
- Assist with Take Down of Equipment-Young Marines/Volunteers

Shuttle Service/Parking Coordinators-Patrick Locke/Tom Barton

- Request C-TRAN Shuttle Service via Hudson's Bay HS/Fort Parade Field-Patrick Locke
- Map for Public Stops (CTRAN)-Patrick Locke/C-Tran
- Obtain Letter of Approval from Vancouver Public Schools for parking, use of the parking lot for C-Tran shuttle bus 9:00 am-2:00 pm-Patrick Locke
- Assign VIP/ADA/Loci/Specialty/Bright Eye Doves Parking-Tom Barton
- Obtain/Place Cones/Barricades where needed Tom Barton

Logistics/Set-Up Coordinators-Marlene Varga

- Ordered Tables/Tents/Chairs-ordered 500- White Chairs, 10-8' Tables, 3- 20x40 -LGS Event and Rental--Tents for attendees-1 Tent Designated for ADA/Wheelchairs/Walkers-Marlene Varga
- Ordered Tents from Clark Public Utilities-6-20x20 and 2-10x10-Bill Hauser-CPU require we have security for their tentage.

463-Chairs under 3-20x40-Volunteers

20-Chairs- 1-20x20-Tent-Band-CPU/Bill Hauser

8-Tables, 4-20x20 tents from CPU-Food Area-CPU/Bill Hauser

1-Table, 2-Chairs-Red Cross

10-Chairs for BSA near Garrison Flagpole

5-Chairs for Buffalo Elderly Soldiers

- Set up Gold Star Seating with Gold Covers-Marlene Varga
- VIP Seating-Labeled-Marlene Varga
- Set-up 20x40 tents-LGS Rental Staff-Sunday-May 28 at 9:00 am
- Set-up Chairs-Volunteers
- Set-up Tables-Volunteers
- Set-up 2-10x18, 6-20x20-Clark Public Utilities/Bill Hauser

NOTE: Clark Public Utilities tentage will be set up on Friday, May 26 at 8:00 am
LGS tentage will be set up on Sunday, May 28, at 9:00 am
All chairs will be delivered and set up Monday, May 29 at 8:00 am

All areas that requested tentage need a representative on site when tents are being set up.