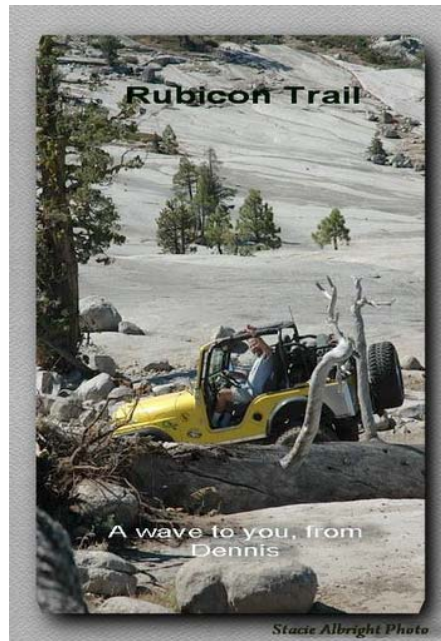


EVENT: \_\_Dennis Mayer Celebration\_\_ Incident Commander: \_\_John Arenz\_\_

EVENT DATE: 12/14/08 LOCATION: \_\_Gold Country Fairgrounds\_\_



## Dennis Mayer “Celebration of Life” Honoring a Friend and Hero December 14, 2008, Gold Country Fairgrounds, Auburn



# PLAN SUMMARY

**EVENT:**   Dennis Mayer Celebration   **Incident Commander:**   John Arenz  

**EVENT DATE:**   12/14/08  

**I. GOALS, OBJECTIVES & EXPECTATIONS:**

To conduct a well-organized tribute celebration for Dennis at the Fairgrounds, while providing for a memorable and smoothly conducted ceremony for family and friends.

**II. ORGANIZATION:**

IC, John Arenz; LOGS, Shannon Chard; IO and OPS, Randii Burleson; Facilities and Family, Scott Johnston, PLANS, Del Albright, Matt Farley as Cook Team Leader, with a full RICS staff. Teams are used to handle the sequence of events from sign in to set up to take down. RTF and FOTR are fully sync'd and coordinated to orchestrate the Celebration.

Bar – Auburn Jeep Club (handling everything).

Soft Drinks – TDO, Aaron Beckstead.

Take Down and Clean Up – Jen Lillund and FOE with TDO help.

Program – Lori Warden

Slideshow – Kurt Schneider

Set Up – AJC, and other volunteers

Sign In, Greeting, Decorations, Scrapbook – Lori Warden and crew

Parking Lot Signs/Help – Rick White and Jim Socha

RSVP Tracking – Del Albright

**III. LOGISTICS:**

Logistics is divided up in to teams and crews to provide facilities, parking, signage, commo, photo documentation, arrangements, food, sound system and seating.

Sign in, documentation (scrapbook and program) included.

Static display of Yellow Tux in hall with memorabilia.

Fairgrounds building (Placer) with sound system.

Fully self contained event at the Fairgrounds; set up to take down and clean up, with teams handling each aspect of the Celebration.

**IV: COMMUNICATIONS:**

Barb Arenz as Commo Team Leader:

HAM: 151.625

# PLAN ORGANIZATION

**EVENT:** Dennis Mayer Celebration      **Incident Commander:** John Arenz

**EVENT DATE:** 12/14/08

POSITION/TITLE:	Title	ASSIGNED TO:
Incident Commander (IC)	IC	John Arenz
Planning Chief (PLANS)	PLANS	Del Albright
Operations Chief (OPS)	OPS	Randii Burleson
Logistics Chief (LOGS)	LOGS	Shannon Chard
Finance Chief (FC)	BUCKS	Randii Burleson
Information Officer & Family (IO)	IO	Scott Johnston, Randii Burleson
Safety Officer (SO)	SAFETY	Matt Farley
<b>PLANS:</b>		
Sign In Team Leader (STL)	SIGN IN	Lori Warden
Documentation Team Leader (DOCS)	DOCS	Lori Warden w/Lacey
Greeter of All; Keeper of Door (GOA)	WAL-MART	Jacquelyne Theisen
<b>OPS:</b>		
Division Team Leader (DTL)	SET UP	Jen, AJC, FOTR
Division Team Leader (DTL)	TAKE DOWN	Jen Lillund and clan
Division Team Leader (DTL)		
Division Team Leader (DTL)		
Group Team Leader (GTL)	SLIDE SHOW	Kurt Schneider (w/Jen Lillund)
Group Team Leader (GTL)		
Crew Leader (CL)	PARKING HELP	Rick White, Jim Socha
Crew Leader (CL)		
Crew Leader (CL)		
Crew Leader (CL)		
<b>LOGS:</b>		
Facilities Team Leader (FTL)	FACILITIES	Scott Johnston
Chow Team Leader (CTL)	CHOW	Matt Farley
Photo Team Leader	PHOTO	Stacie Albright
Communications Team Leader (COMMO)	COMMO	Barb Arenz
<b>FC:</b>		
Accounting Team Leader (ATL)		
Procurement Team Leader (PTL)		

# LEADER ASSIGNMENT SHEET

**EVENT:** Dennis Mayer Celebration      **Job Title:** OPS

**EVENT DATE:** 12/14/08      **Leader:** Randii Burleson

**Briefing/Meeting Time and Location:** 12/14/08, Fairgrounds

**Assignment:** Serve as Operations and oversee the program and sequence of events; ensure speechifying is timely and on track; help people with sound system as needed; orchestrate flow of activity and supervise Team Leaders; appoint an emcee (cleared with family); ensure audience has a chance to participate if desired. ☺

Personnel Assigned	Arriving	Job	Rig	Notes
Bebe	Noonish	Emcee; Asst.		
Doug Barr	Noonish	Deputy OPS		
Bruce Wade		Deputy OPS		Not contacted yet

**Equipment Needed/Assigned and Special Instructions:**

**Communications:**      HAM: 151.625

# LEADER ASSIGNMENT SHEET

**EVENT:** Dennis Mayer Celebration      **Job Title:** Set Up Team

**EVENT DATE:** 12/14/08      **Leader:** Jen Lillund

**Briefing/Meeting Time and Location:** 12/14/08, Fairgrounds

**Assignment:** Organize and set up the event building with seating for all; move chairs and tables as needed; help hang banners and signs; unload gear (sound, food, projectors, etc.) from vehicles and set up room. Place parking signs so as to direct folks into the event. Have room fully setup and ready by 1pm.

Personnel Assigned	Arriving	Job	Rig	Notes
Kevin Carey				
AJC?				
FOTR Volunteers				

**Equipment Needed/Assigned and Special Instructions:**

Careful with lifting procedures; use gloves if appropriate for unloading gear from vehicles; bring extension cords in case we need them; bring and use duct tape to secure wires and cords on event building floor to prevent a tripping hazard.

**Communications:**      HAM: 151.625

# LEADER ASSIGNMENT SHEET

**EVENT:** Dennis Mayer Celebration      **Job Title:** Team Leader Sign In

**EVENT DATE:** 12/14/08      **Leader:** Lori Warden

**Briefing/Meeting Time and Location:** 12/14/08, Fairgrounds

**Assignment:** Provide sign in scrapbook for family memories plus a sign in sheet for our records; develop a program for handout to attendees; procure decorations if appropriate; set up front door greeting personnel; answer questions; have name tags for attendees and staff.

Personnel Assigned	Arriving	Job	Rig	Notes
Bebe	Noon	Greeter and Asst.		
Lacey		Sign In		
Jen Lillund	Noon	Pics; assist		

**Equipment Needed/Assigned and Special Instructions:**

Ensure name tags are large and readable (clear printing); encourage folks to say something in scrapbook; set up sign in and scrapbook area to accommodate and facilitate getting folks in and out; bring pens and sharpies; Use imagination on decorations and entrance area décor. ☺

**Communications:**      HAM: 151.625

# LEADER ASSIGNMENT SHEET

EVENT: Dennis Mayer Celebration Job Title: Cook Team Leader

EVENT DATE: 12/14/08 Leader: Matt Farley

Briefing/Meeting Time and Location: Chow at 4pm

**Assignment: scout facility and develop chow/food and drinks plan to feed attendees; order, buy, prepare and serve food and drinks; make necessary logistical arrangements; coordinate with external folks as needed (BBQ, smoker, etc.); ensure compliance with facility contract; smile.**

Personnel Assigned	Arriving	Job	Rig	Notes
Dale Robins				
Shannon Chard				
Rubicon Rockheads				
AJC for Bar				

**Equipment Needed/Assigned and Special Instructions:**

Use facility as appropriate; obtain additional cooking gear as needed. Be attentive to OSHA and facility requirements and contract specs for facility use.

**Communications:** HAM: 151.625

# TAILGATE SAFETY SESSION

## Job Hazards Analysis

EVENT:   Dennis Mayer Celebration   Incident Commander:   John Arenz  

EVENT DATE:   12/14/08   Safety Officer:   Matt Farley  

### I. PROJECT OVERVIEW:

Public celebration of life for Dennis Mayer at the Gold Country Fairgrounds; with volunteers setting up and taking down the event, tables, chairs, sound system, etc. Hundreds of folks in private vehicles, parking and participating in the celebration.

### II. KEY DANGER POINTS:

Rainy weather would mean tripping hazards and parking lot dangers for the elderly and mobility impaired folks. Wet steps and entrance areas might be difficult to navigate. Set up and take down crews will be lifting and moving gear and heavy objects. Crews will be handling extension cords, electrical hookups and cooking gear.

### III. SAFETY GEAR CONSIDERATIONS:

Gloves are recommended for lifting and handling gear and unloading/loading operations. Eye protection should be used where needed. Any electrical hookups and connections should be double checked for safety before any connections.

Mobility impaired folks should be escorted into and out of the facility; walking sticks and umbrellas might pose safety issues if not used carefully.

### IV. PERSONAL HEALTH & HYGIENE:

Tissues should be made available to participants; bottled waters and soft drinks will be provided.