

“TO DO” LIST

CALLS TO MAKE / URGENT THINGS TO DO

- Friday--pick up office key from Chris
- Get binoculars for daughters

FRIDAY, JUNE 9

10:00 a.m. Driver & SP meet, depart for PDX

12:45 p.m. Greeting delegation assembles PDX conference rm.

- John Moseley
- Joseph Cox
- Buddy and Suki Ungson (ride with JTM)
- Susan Plass
- Carey Drayton & Dennis Baker
- Curbside parking for 4 at Concourse C; PDX conference room reserved
- Driver & Drayton asst. will take cars down to baggage area

1:14 p.m. Arrival PDX airport

- NW 377, arrival 1:14 p.m.
- Greeting party: John Moseley
- Moseley meet in jetway, others at gate--escort to conference room
- Convene in conference room while driver and Carey asst. helper get baggage

4:00 p.m. Logistics review meeting Valley River Inn TBA

- Security people, Maureen, SP
- QUESTIONS:
 - How does Mrs. A. want press conference to be organized (only Q/A, or remarks first?)
 - Walk through schedule
 - Walk through security issues
 - Aquinos to order breakfasts, or SP to do?

****SP call Angie re: protocol for reception. Tell her to touch base with Buddy.**

****SP call JTS re: dinner**

****Tell LaDonna which room to deliver “breakfasts”.**

SATURDAY, JUNE 10

8:15 a.m. Staff debriefing Valley River Inn

- Refreshments ordered 6/1.

8:45 a.m. Depart VRI for campus

9:00 - 9:30 a.m. Meeting with President et al. President's office

- Gifts: Waterford crystal duck, two silver boxes
- Bascom, Morrisette, and Rust
- Chris will set out glasses on a tray, cold drinks in refrigerator
- Carey will arrange for door guard before 9 a.m. (6/5)

9:30 - 10:30 a.m. Campus tour campus

- Dennis Bolt, tour guide
- Mike Madjik to tape

10:45 -11:30 p.m. Press conference Johnson Hall

- DF, CA, BU

11:30 p.m. - 12:00 n Rest period President's office

- Clear out media before walking over to Library

12:00 n - 2:00 p.m. Luncheon with KP students Browsing Room

- Mimi Grober, library contact person 6-2683
- TV/VCR ordered from IMC (Bob Barzee, Laurie Jurges?) 6-1941
- Photographer--Oscar Palmquist 12:00-12:30 687-8627
- Someone at door with guest list to screen arrivals (Jiffin/Tina will start for SP)
- SP check in with Circulation Staff to let them know who contact person is
- Food for security/driver--told Colleen 6/1
- Program--Kim a few words, video clips, Q&A session

2:00 - 6:30 p.m. Personal time Valley River Inn

- Meeting with Mrs. Maria Stanley from 3-5 p.m., Room 516

6:30 p.m. Depart VRI for campus

6:30 - 9:00 p.m. Dinner with OIA/CAPS/CSWS Deschutes Hall

- Rick coordinating dinner with Cindy Guy, CAS
- Food for security/driver, Cindy ordered 6/1
- Drinks @ 6:30, CA arrives @ 6:45, dinner @ 7:30
- Program--Rick Steers, Risa Palm, Glenn May, John Moseley (gift), CA a few words

SUNDAY, JUNE 11

7:30 a.m. Staff debriefing Valley River Inn

- Refreshments ordered 6/1.

8:00 a.m. Depart VRI for Newman Center/Dominican House

8:15 a.m. Meeting with Fr. José Pimentel Dominican House

- 1850 Emerald Street

8:30 a.m. Mass Newman Center

- Aurora says no special arrangements for other guests to sit with Aquinos (6/2)
- Commencement reception 9:30 - 10:00

10:00 a.m. Transfer to campus W. Hall 240B

- Pick up Aquinos at drop-off point
- Sandy Ryan, Physics 6-4787

10:30 a.m. Dist. Service Award Brunch Willamette Hall atrium

- Food for security/driver ordered 6/1
- Aquinos walk or drive over afterwards?

12:30 Robing Bowerman Building

- Mary will provide robe; will have hood pressed upon delivery

1:00 p.m. Commencement Hayward Field

- Seats for 2 daughters & SP in Section D
- Mike Madjik to record her award and speech 6-1945

3:00 - 4:00 p.m. Personal time Rm. 116 Bowerman Building

- Refreshments ordered by Tammy Lutz (6/5)
- Dan Wectawski, room set-up 6-2322

****SP take reception items to tennis courts**

4:00 - 5:00 p.m. Public reception Covered tennis courts

- Program--Buddy rep DF, CA, Angie a few words
- Install raised podium and mike (Dan W. will arrange)

- Chairs, ropes for photo op
- Gift tables
- Guest book
- Cravings to cater (Colleen) 343-7933
- Photographer--Oscar Palmquist will do it (candid shots) 687-8627
- Colleen to arrive with van/food @ 11 a.m., return with staff @ 2 p.m.
(Guard at gate, staff at 18th/Univ. will let her through--per Carey 6/5)

5:00 - 6:00 p.m. Personal time Valley River Inn

6:05 p.m. Depart VRI for campus

6:00 - 9:30 p.m. Presidential dinner Browsing Room

- 6:00 reception, CA arrives @ 6:20, dinner @ 7:00
- Duck--Mrs A. OK with this?
- Program: brief remarks by Dave Frohnmayer & Mrs. A, songs by KP

MONDAY, JUNE 12

7:00 a.m. Farewells at VRI

- Barbara Edwards, Rick Steers

7:15 a.m. Depart Eugene for Portland PDX airport

- PDX flight: NW 2160, 10:30 a.m.
- Seattle flight: NW 7, 2:40 p.m.
- Driver, SP
- Ungsons
- PDX conference room reserved, curbside parking for 2?

afternoon--SP return key (240B Willamette) to Carrie Watt

FOLLOW-UP

- IMMEDIATELY send Deedee tapes, photos (avail 6/16 or 6/19), texts of speeches
- Thank-you notes to steering committee, other helpful folks, Elena, Deedee, Perez-Rubio
- Thank-you note to CA from DF?

- Thanks to cabinet, Donna Y., Tammy L, Cindy G., Mary H., Carey D., Peter B., Pam, Rick, Kim & KP, Buddy, Suki, Tina, Jiffin, Connie M.

RESOURCE PERSONS

- Father José Pimentel — Newman Center 343-7021
- Nancy Nelson (home) 343-7021
- Dominican House 343-0065

- Kim Ribellia home: 343-6936 / EMU 7:30-9:30 a.m. 6-6066

- Dennis Bolt, student tour guide 6-3014, 6-3201 (admissions), 687-5851 (home)
(dbolt@oregon)

- LaDonna Walters, VRI special events coordinator 341-3464 x415

- Maria Stanley's secretary: Marilyn 221-0090

- Lt. Thad Buchanan pager 342-8903

- Valley River Inn 687-0123; fax 683-5121

- Cravings (Colleen) 343-7933

- Buddy/Suki 484-4611

- Angie Collas-Dean 342-3419