

Alexandria-Caen Sister City Committee

D-Day Subcommittee

May 8 Meeting Notes

- **Review status of speakers and participants at the event**
 - Candace is the MC.
 - Jennie is transferring speaking remarks to her.
- **Task list review**
 - Reed setting up signage along King Street.
 - Table and chair delivery arranged (Stephen).
 - Discussed ways to assign tasks in advance.
 - ACSCC will arrive at 10am and follow a list of set up needs onsite.
 - New band: Voices for Vets.
 - Jennie communicating with reenactors.
- **Script**
 - Leslie and Alex working on a “minute by minute” script to ensure all the references are correct.
 - Eric is checking on including additional references to match the timeline.
 - Assigning readers their parts of the script and clarifying order of presentations.
- **Determining committee tasks for day-of event**
 - Angelique will not be at this year's event.
 - Sydney will manage social media.