

Alexandria-Caen Sister City Committee

D-Day Subcommittee Meeting Notes

April 29, 2024, 7 p.m.

Zoom Meeting

I. Welcome and Call to Order--7:10pm

II. Photos of previous events--reviewed photos from last year's event and the 75th event to highlight the energy of the event and also the layout of tents, chairs, etc.

III. Visuals of venue and attendee layout--looked closely at the Canva Documents layout graphics of the Market Square Venue Set-up and Stage Set-up. Good discussion about stage set-up. This year we will have embassies and military divisions on stage. We also still have the Mayor and members of City Council. Additional VIPs might include City Manager, American Legion commander, VFW commander, and WWII D-Day memorial representative. We have questions about where all these people should sit! Jennie will check with Gretchen about how VIPs have been managed on stage in the past and get guidance on our situation and if the City Manager should be invited. Jennie is waiting to confirm with the French embassy and Army rep. Eric is waiting to confirm with the British Embassy and Navy rep. Canadian Embassy is confirmed! The French Embassy is (almost) confirmed! Alex is waiting to hear from WWII D-Day Memorial. We need to confirm how many tents we have (I think 9) and how many we need. Many members generously offered to purchase tents on their own if we need more tents. This is the [link](#) to the tent.

IV. Volunteer needs--Jennie will present at our next ACSCC meeting. We are asking everyone to post in at least two online forums and post flyers around town. There are also some day-of task sign-ups we will discuss at the committee meeting.

V. Sponsorships--Jennie is asking Gretchen and Jim if it is okay to use a gift card as an auction item. Jennie will follow up with Alexandria Toyota. Jennie will follow up on some sponsor suggestions Alex sent. Sydney is transitioning off of her Sponsorship role to get ready for baby-on-the-way. Congrats!

VI. Vendor/Community booth participation--Jennie and Beth will get together soon to review the community tables and talk about communications. Sydney will see if Lost Boy Cider has any non-alcoholic drinks to sell or offer at their booth. She will also continue communications with Fresh Baguette for the moment.

VII. Sound/band--Angelique has managed contracts with Modern Swing Collective (band) and Municipal Media Services (our sound). Thank you for taking this on!

VIII. Subcommittee task updates--We went over all our tasks throughout the duration of the

meeting, so not much to add here. Now it is publicity time! Elodie pushed out the MailChimp flyer today. We will wait to send the Mail Chimp for the lecture after the Jazz Festival is over. Former member Laura is doing our press release. I would like to have it done by tomorrow at noon. As soon as we get the press release, former member Jimmy Lewis is ready to blast it out to all his media contacts in the DMV. Jennie posted the event in the calendars of the Alexandria Gazette, Alexandria Times, and Washington Post. All hands on deck for broadcasting this event.

IX. Reenactor and dancer status--Jennie is looking for a hotel room for some reenactors coming in from Tennessee. We have some new reenactors, but we also have some "regulars" who aren't able to join. We can always welcome more reenactors, dancers and community tables.

X. Open floor suggestions/needs--Nothing. We got to have a mini-sighting of Ashlee's baby boy, Princeton, at the end of the meeting! Wished Leslie safe travels and Alex a speedy recovery for an upcoming surgery!