1. Water pickup and delivery.
      i. On 17 May pick up one pallet of water from Orslands. Coordinate a time to return the stock tank with Joshua. The POC at Orslands is Joshua Wolnik.
      ii. On 19 May NLT 1300 deliver the water to Heritage Park. On the corner of 5th and Washington there is a handicap accessible ramp on the sidewalk at the southeast corner of the park. Use this ramp to park the vehicle containing the water on the sidewalk. To prevent damage to the parks sprinkler system, do not drive any portion of any vehicle on the grass within the park.
      iii. Volunteers from First Southern Baptist Church will help hand out the water.
      iv. After the ceremony in the park the vehicle with any unused water must be removed from the park. Any remaining water can be dropped at JC Naz Church. The stock tank will have to be returned to Orslands at the coordinated time.
      v. In the event of bad weather the water will need to be moved to J.C. Naz Church.

2. Sound system with extension cord.
      i. On or before 19 May pickup the sound system with an extension cord from Troy “Hammer” Watson. On 19 May NLT 1530 deliver and setup the sound system in Heritage Park.
      ii. After the ceremony in Heritage Park secure and return the sound system to Hammer’s house.
      iii. In the event of bad weather secure the sound system to prevent damage to the system.

3. Flag holders.
   a. Juan Ed Leon and Symon Lynch.
      i. Bring some towels to wipe down the memorial as needed.
      ii. After the VFW Color Guard posts the Colors hold the flags to prevent the wind from blowing then over.
      iii. In the event of bad weather you are relieved of this task.

4. Trash.
      i. Jay will provide the trash bags.
      ii. Before, during and after the ceremony on 19 May make sure that the trash that accumulates in the park’s trash cans gets bagged. After the ceremony make sure that all the trash cans have a fresh trash bag. After the ceremony the bagged trash will be centrally located for the city’s trash collection service.
      iii. In the event of bad weather the event will be moved to J.C. Naz Church.

5. Flag issue and Flag spacing.
      i. Steve Pringle (The Potting Shed) will park the flag Trailer containing 300 Flags on the south east corner of 5th and Washington. Be ready to start issuing Flags to volunteers NLT 1630.
      ii. After the flags are issued move the trailer to the south end of the flag line and be ready to pick up the flags after the last riders arrive.
      iii. The flags should be spaced at least ten feet apart (the flags are on ten foot poles). Ask the people holding flags on the west side to position themselves on the centerline on Washington Street. This will provide a nice back drop for the photographer. It is important to remember that the folks holding the flags are volunteers. Ask them nicely one time to properly space themselves then move on. Remind them that the flag is to be held straight up. No dipping.
      iv. After the RFTW riders arrive all the flags need to be stowed back in the flag trailer.
      v. In the event of bad weather no flags will be issued.

      i. At or about 1500 Washington Street will be blocked to all traffic except for motorcycle parking between 5th and 6th Streets.
ii. The florist will have his minivan parked on Washington Street in front of the Vietnam Memorial. This should be the only car parked on this section of Washington Street.

iii. The Combat Vets (CVMA) will park along the east side of Washington within the blocked off area. The remainder of the blocked off area can be used for motorcycle parking. After the CVMA arrives and parks start parking motorcycles two deep down the center of Washington Street. Before the RFTW riders arrive there will be other motorcyclists looking for parking. You will see them ride up with that look on their face that is asking; can I park there too? These are the guys and gals that need to be directed to park in the motorcycle parking area on Washington Street. The first few riders to park in the center of Washington Street will need to be told how to park after that everyone else should be able to figure it out on their own. The goal is for the area in front of the memorial to be overflowing with motorcycles.

iv. In the event of bad weather you are relieved of this task.

7. Parking within the park.
   a. Keith Fitzgerald.
      i. Delbert Hunt driver of the RFTW support vehicle (truck and trailer) and Kansas Vietnam Veterans Association are the only vehicles that have coordinated to park in the park for this event.
      ii. On the corner of 5th and Jefferson there is a vehicle accessible ramp connecting the street to the sidewalk/driveway that leads into the park from the southwest. These vehicles can use this driveway to park on the pavement next to the fountain in the center of the park. Remind the drivers of these vehicles not to drive on the grass within the park.
      iii. In the event of bad weather you are relieved of this task.

8. Ceremony programs.
   a. CVMA Auxiliary.
      i. The programs are to be handed out to anyone attending the ceremony.

      i. Cooks need to report NLT 0400 at J.C. Naz Church to prepare the breakfast for the riders. The Christian Motorcycle Associations (VMA) will serve the breakfast.
      ii. After breakfast is served the kitchen will be cleaned by the CVMA cooks with the assistance of the CMA servers.

- Billy “Bad Luck Bill” Kirkpatrick will help me pick up the food and supplies on Friday. I will call you with the linkup details.
- There is a rehearsal at 1700, 17 May in Heritage Park. After the rehearsal would be a good time to recon the park with me if needed.
- I know that there are a lot of questions about what we have volunteered to do in support of RFTW. I hope that this answers your questions. Please contact me, 785-209-0404, if you have any questions.
- Thank you for volunteering to help the Chapter with this event. You can see that there are a lot of things happening that wouldn’t get done if I had to do this event alone. If you volunteered for a task I hope that this gives you the information that you need to accomplish your task.

David “Rock” Eckel
Commander
CVMA 20-1