

Building Dedication & 30th Anniversary Plan
October 20, 1995
3:30 - 6:30

Recognition of Donors

1. Plaque in front entry for Tree Sponsors; actual purchaser, if done in memory/honor of another will be recognized as well, on the donor wall. This plaque will be made out of redwood and will be set up on a stand, like a book on a podium. It will have a tree burned into it along with a quote.
2. Dedication plaque on front of building somewhere in the entry with the following:

Community Action Organization
Building Dedication
October 20, 1995

Board Chair - Cynthia Hirst
Capital Campaign Chair - Shirley Huffman
Building Committee Chair - Russ Wilkinson
Executive Director - Jerralynn Ness
Project Manager - Leon Laptook
Architect - VanLom/Edwards
Contractors - Silco Construction
Leahy Construction
Campaign Consultant - The Collins Group

Building Foundations to Strengthen Families

3. All brick purchasers will be recognized through the engraving on the bricks they ordered which pave the front entrance. These will be engraved in batches, with an effort made to have them all done by the opening.
4. Donors who sponsored rooms will have a plaque by the room acknowledging their sponsorship. Tuality Healthcare sponsored the Children's Health Center which happens to include at least 4 separate rooms. We will do a separate plaque at the entrance to the Child Development Center to acknowledge them.
5. The Donor Wall is dedicated to campaign donors of cash, inkind and professional services. It has a section called Founders for donors of \$5,000 or over; a section for the 1500 Club; and a section called Builders for all other donors. It has been titled Our Building Friends and has been installed.

Program

Our printed program will include: Cover page with a sketch of the building; the schedule of events, our volunteers who served on the Campaign or helped with building projects, a list of all donors, Board member list and a guide for the self-guided tour.

3:30 - 5:30 Self-guided tours with directional signs posted and guidance in the printed program; staff will be staged at key places throughout the building to answer questions and greet guests; a flip chart size summary description of programs will be set up in each major program area describing what goes on. Dick Stenson and his jazz group, Mocha Java, will play from 3:30 until 5:30 at the top of the staircase.

4:00 Birthday celebration in the staff lounge.

5:30 - 6:15 Dedication ceremony will begin in the meeting room on a raised platform. Staff and Board will encourage guests to move to the meeting room starting around 5:15. We have located a platform, podium and microphone. The lineup is as follows:

Cindy Hirst - Master of Ceremony, will call everyone together and say a few words about the occasion, our work, the building and our 30 years ---the celebration stuff. She will introduce each of the program presenters:

Angel Gonzales, a twelve year old boy who has written a tribute to Community Action in English, Spanish and Mizteco for the assistance his family received. Priscilla Orozco will accompany him.

Sarah Atkins, who will say few words about the difference that Community Action and Head Start made in her life.

Rep Elizabeth Furse will be our key note speaker

Shirley Huffman will recognize all of the donors by referring to the program and naming all of the Founders in attendance. Carren is calling all of the donors to confirm attendance. Shirley will then lead the program participants to the Donor Wall where a ribbon will be cut by her or one of the dignitaries.

Cindy will make some closing statements and invite the guests to stay and continue with their tours. Kristin is trying to secure a wandering guitarist who will play soft Latino music.

3:30 - 6:30 Refreshments will be available in the staff lounge. The Reedville cafe will cater part of the food, with fruit, cheese, vegetable sticks, and crackers added to keep down the costs. Iced tea, coffee and lemonade will be available, as well as birthday cake.

Miscellaneous

Children's activities will be organized in the classrooms. Tables will be set up with program information, as well as information on Mardi Gras, the sale of bricks, trees and raffle tickets. Our 1994-95 annual report and new brochure will be available. A shuttle bus will leave here every 15 minutes to pick up and deliver people to their cars at the park and ride and the Payless parking lot. Staff and Board should all be parked there; guests will be sent there if the parking lot is filled. Tom Walsh of TriMet donated a bunch of bus tickets and approved use of the park and ride.