VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

MEMORANDUM FOR FACULTY AND STAFF 01 November 2013

SUBJECT: **Operations Plan for Founders Day and Maury-Brooke Hall Dedication**

1. On 11 November 2013, the Maury-Brooke Hall Dedication will take place at 1100, followed by the Dedication Lunch in Moody Hall at 1230. After the Dedication Lunch, the Founders Day Parade will take place at 1500 hours. There will be **no classes** held on 11 November 2013.

2. Responsibilities in support of the ceremonies are as follows:
   a. Chief of Staff's Office:
      (1) Exercise VMI staff supervision for the Founders Day Ceremonies.
      (2) Coordinate Maury –Brooke Hall Dedication Ceremony and oversight for all Founders Day events.
      (3) Coordinate with Physical Plant about distance of parking ropes and guns.

   b. Administrative Assistant to the Superintendent:
      (1) Coordinate the Superintendent's participation.
      (2) Coordinates with Special Assistant for appropriate remarks for the Superintendent.

   c. Commandant's Office:
      (1) Conduct the Founders Day Review Parade at 1500 hours, to include the firing battery. This includes rehearsal parades.
      (2) Provide cadet ushers to the Protocol Office as required for seating of the honored guests and spectators at the Dedication and at the Review Parade.
      (3) Provide VMI Band & Glee Club support for Institute Society Dinner.
      (4) Ensure appropriate flags are posted prior to the Dedication.
      (5) Coordinate with AROTC and Physical Plant for the placement of the howitzers, NLT 5 November.
      (6) Establish Rehearsal times for firing of the howitzers and notify C&M and Post Police of these times.
      (7) Develop parade narration.

   d. Protocol Office:
      (1) Implement seating plan for honored guests and the spectators at the Dedication and at the Review Parade.
      (2) Manage cadet ushers at the Dedication and at the Review Parade.
      (3) Arranging for the required flags involved in the Dedication.
      (4) Transporting VIP and guests as necessary for Founders Day events on Post.
      (5) Arrange for pre-parade holding area in the Turman Room.

e. Communications and Marketing Office:
   (1) Provide the appropriate media coverage and press releases.
   (2) Print Maury-Brooke Hall Dedication Program.
   (3) Notify community regarding practice of firing of Howitzers.

f. VMI Police:
   (1) Provide necessary traffic control.
   (2) Reserve parking areas for the honored and invited guests, and publicize parking plans.
   (3) Notify Central Dispatch and W&L regarding practice of firing of Howitzers.

g. Post Engineer, Physical Plant:
   (1) Support the Review by the Corps of Cadets and Maury-Brooke Hall Dedication as required.
   (2) Provide parking details, cones and support as required.
   (3) Ensure Set-up of Maury-Brooke Hall Foyer for Dedication.
   (4) Provide VIP vehicles as required.

h. VMI Foundation: The VMI Foundation is requested to:
   (1) Coordinate and compile a list of guests desiring to attend the Dedication and Review Parade. A list should also be provided to Protocol and the Superintendent's Office.
   (3) Provide Foundation escorts for the distinguished guests as required.
   (4) Coordinate with the Protocol Office for seating of the distinguished guests at the Dedication and the Review Parade.

i. Coordinating Instructions:
   (1) See Annex A for Sequence of Events of the Maury-Brooke Hall Dedication.
   (2) See Annex B for Points of Contact.
   (3) See Annex C for Traffic Control Plan.

3. Uniform Requirements:
   a. Faculty and Staff:
      (1) Uniform for the Dedication, Lunch, and Parade is Dress Blues, or equivalent. (2) Non-uniformed members should wear business attire.
      (3) Uniform for the Institute Society Dinner is Mess Dress or Dress Blues with bowtie (or equivalent) or black tie.
   b. Cadets:
      (1) Uniform for the Dedication and Lunch is Gray Blouse. (Cadet ushers will wear gray blouse with white belt and white gloves for the Dedication.)
      (2) Uniform for the Parade is Coatee, full dyke with Arms.

4. Staff responsibilities for coordination, supervision, and execution of this order are:
   a. Review, Corps of Cadets - Colonel Trumps (7313)
   b. Dedication – Colonel Bissell (7104)
   c. Dedication Lunch – Protocol – Mrs. Teresa Thompson (7784)
   d. Foundation Participation – Mr. Red Taylor (7287)

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

Annexes:
   A. Sequence of Events for the Founders Day
   B. Points of Contact
   C. Traffic Control Plan

DIST: E
Superintendent
VMI Alumni Association
VMI Foundation

ANNEX A
Founders Day Sequence of Events

1100	Maury-Brooke Hall Dedication
1230	Dedication Lunch in Moody Hall
1330	Optional tour of VMI Museum and Barracks for Maury-Brooke Hall Guests
1500	Founder's Day Parade
1830	Institute Society Reception
1930	Institute Society Dinner

ANNEX B
Points of Contact

Deputy Chief of Staff & Operations	COL Gary Bissell	EXT 7104
Chief of Staff	COL Jamie Inman	EXT 7104
Commandant of Cadets	COL Thomas Trumps	EXT. 7313
Commandant's Operations Officer	2LT Noll	EXT. 7291
Communications & Marketing Office	COL Stewart MacInnis	EXT. 7207
Executive Assistant to the Superintendent	Col. Jeff Curtis	EXT. 7206
Post Engineer/Physical Plant	Col. Jay Williams	EXT. 7357
Protocol Officer	Ms. Teresa Thompson	EXT 7784
VMI Foundation	Mr. Red Taylor	EXT. 7287
VMI Police	Chief Mike Marshall	EXT 7017

ANNEX C
Traffic Control Plan

1. Smith Hall (horse shoe), both sides of VMI Parade in front of Moody Hall and Smith Hall will be reserved for VIPs.

2. Weather permitting, parking will be allowed on the Parade Ground. The Parade Ground must be cleared by 1700.

3. Institute Society Valet Parking will be used from 1800 until completion of the dinner.

4. Institute Society handicap parking will be authorized in the Marshall Hall parking lot.

5. Inclement weather for Institute Society dinner parking is as follows:
    a. Residents will be asked to park behind the residences.
    b. Parallel behind the nose-end will be available.
    c. Parallel along Letcher Avenue will be available.
    d. Bollards will be pulled to allow parking in front of barracks.