



VFW Post 9024

WOODBURY MEMORIAL DAY OPERATIONAL PLAN 27 May 2024



American Legion
Post 501

This document has been prepared to inform all participants of what to expect when they arrive at the event site. It will include information about each display/informational unit, what is expected of each unit, and the location of each unit. There is also information about the opening ceremony and those units involved in the flag ceremony.

This event will be located at Woodbury City Hall, 8301 Valley Creek Road, Woodbury, MN 55125, at the east end of the parking lot and in or by the Lions Veterans Memorial. Please see the attached Map 1.

ALL THE DISPLAYS MUST BE SETUP PRIOR TO 9:30 AM. They should be staffed from 9:30 AM to 1:30 PM. The Memorial Day program starts at 11:00 AM and ends at 12:00 PM. Displays should be staffed until 1:30 PM or when the audience leaves the area, whichever is sooner.

There will be a rehearsal session on Friday, 24 May 2024, at this same location at 5:00 PM. It may assist you in your setup for Monday if you can attend and just get a handle on the layout. No equipment would be required for this walk-through and briefing.

I would like you to read all the entries. Please pay attention to others' information that might have an impact on your display/informational unit.

Neither the VFW or American Legion Posts have any facilities. Therefore, we have very limited access to tables & chairs. Therefore, if you require these items along with a shade shelter, you must provide them yourself. Sorry, but we just don't have access to much of these item.

SITE EQUIPMENT SETUP & DISPLAY UNITS

C1 Podium – VFW Post 9024 – Bob Fritsche

The podium will be located in the Lions Veterans Memorial. Please see attached Map 3.

C2 Stanchions (small diameter) – Bob Fritsche

The Military Memorial Displays include Stanchions and red plastic chain indicated by **C3** on the attached Map 2. **Also see document # 8**, Mil Mem Dis Layout for details.

C3 Canopy (Shape Shelter) – Bob Fritsche

The large, rented unit for the VIPs will be located in the Lions Veteran Memorial. Set up will be done on Preparation Day (Sunday, 26 May 24). Please see attached Map 3.

C4 Blue Cones for Elderly and Limited Mobility Parking – PHAHG

Cones and signs must be set up on Preparation Day (Sunday, 26 May 24). Please see attached Map 2.

C5 Fresh Frozen Custard – Woodbury Culver's -- Ben Gathje

The frozen custard booth will be set up in a location like that in past years. At the conclusion of the Program, you will serve your custard until everyone who wants some, gets some, or you are out of supplies. Your location is shown on the attached Map 3.

C6 VFW/Legion/Pavers Booth – Bob Dolan & Paul Lindahl

The booth must be setup and staffed prior to 9:30 AM. Please see attached Map 3 for your location.

C7 Audio System – Simon De La Peña

Audio system is planned for four speakers. Location of speakers will be determined by Simon and John Martin on Preparation Day (Sunday, 26 May 24). They will be located on Map 3.

C8 Portable Toilets – Meyer Sewer Service

Two standard units and one ADA unit should be placed in the designated area on Map 2. Placement of the units should be done no later than 11:00 AM on Sunday, 26 May 2024 (if earlier placement would work better for your work schedule, they may be placed as early as Friday late afternoon, 24 May 2024). Removal should be completed prior to 7:00 AM on Tuesday, 28 May 2024

C9 Bleachers – Woodbury Parks Department -- Paul Griffin

Three sets of bleachers will be provided by the City Parks & Rec Department. Please see the locations of the bleachers as shown on Map 3.

C10 Wreath Stands – Patriotic Heritage Honor Guard (PHAHG)

You will provide two wreath stands. One will be set up by the Public Services Memorial behind the casket and the other goes in the Lions Club Veterans Memorial. These may be set up on the Preparation Day, Sunday, 26 May 2024 or early Monday morning at your discretion. See Map 3 for location.

C11 Twin Cities Trumpet Ensemble – James Olcott

You will be playing patriotic tunes prior to the program, which starts at 11:00 AM. We would like you to play up to 15 or 20 minutes. We would also like you to play an echo taps in our program. This will be done just after the flag is folded. Your location is indicated on Map 3. You will be in the upper lot of the Woodbury Public Service facility. You will need to bring your own chairs.

C12 Casket & Funeral Pall – Patriotic Heritage Honor Guard (PHAHG)

The staging area for the casket will be at the south end of the Lions Veterans Memorial in front of the community service section of the memorial. The casket will be placed on the wooden casket bier and draped with a black pall. Blue tape markings will be placed in the Lions Veterans Memorial to indicate the location of the moveable church truck where it should be taken to during the Program. The black pall is to be removed prior to moving the casket. Please see Map 3.

C13 Bells of Eternity – Terry Thronson & Tina Lenling

The large bell mounted on a John Deere Gator will be located at the south end of the Lion Veteran Memorial. The vehicle used to haul this display will be parked in the western part of the Woodbury City Hall parking lot and the Gator will be driven into place along the sidewalk to the memorial and into the position indicated on Map 3. Coordination with Tina Lenling for your part in the program will be required. There will be a series of ten (10) tolls to commemorate all service members who died in the line of duty or suicide.

C14 Battery I 1st US Artillery

Please have all your personnel, gun, & equipment in position by 09:30. People are encouraged to visit all the displays between 09:00 and 13:30. Your location is found on Map 2, indicated by an arrow that shows the location of your display. You will have a part in the program, which is described in the script, and as we discussed earlier the firing will be towards the SW at the junction of the walking trails, as seen on Map 1. Equipment used to transport your personnel and equipment should be parked towards the west end of the city hall parking lot.

C15 Military Memorial Displays – Patriotic Heritage Honor Guard

Sixteen displays will be setup. These displays will represent Special or Unique operations. They will be displayed in two different areas. Please see attached Map 2 & Map 3.

These displays must be setup prior to 9:30 AM.

C17 Information Booth – Believet Canine Service Partners

An informational booth for service dogs will be provided for information to the public. The location of this setup is indicated on Map 2.

C18 MN Dept of Veterans' Affairs – Ron Quade

Your veteran's information booth is located on Map 2 as C18 MDVA. You will need to provide your own tables, chairs, shade shelter, and information documents. You are expected to staff your booth from 9:30 AM to 1:30 PM.

C19 Disabled Veterans of America Minnesota – Melissa Franz

Your veteran's information booth is located on Map 2 as C19DAVM. You will need to provide your own tables, chairs, shade shelter, and information documents. You are expected to staff your booth from 9:30 AM to 1:30 PM.

C20 Veterans Outreach Program – Paul D Peterson

Your veteran's information booth is located on Map 2 as C20 Vets Outreach. You will need to provide your own tables, chairs, shade shelter, and information documents. You are expected to staff your booth from 9:30 AM to 1:30 PM.

C22 Fishing for Life – Tom Goodrich

Your veteran's information booth is located on Map 2 as C22 Fishing for Life. You will need to provide your own tables, chairs, shade shelter, and information documents. You are expected to staff your booth from 9:30 AM to 1:30 PM.

C23 Submarine Displays (2 each) – United States Submarine Veterans

Models of the USS Remora SS 487 and a WWII Balao type diesel-electric submarine will be provided. These will be located along the east end of the Woodbury City Hall parking lot. **These units must be brought in early** for setup as other units may arrive and cut off your access to your location or limit your maneuvering space. Display should be staffed from 9:30 AM to 1:30 PM. Please see Map 2 as C23 Two Submarine Displays.

C24 WWII Staff Car – Harold A Bottolfson

Please have your vehicle in place by 9:30 AM. Please be available to share information with the audience about your display. Display should be staffed from 9:30 AM to 1:30 PM. Please see attached Map 2 as C24 WWII Staff Car.

C25 Military Vehicles – Wayne Mincke

Various military vehicles will be on display. The selected vehicle must be in place prior to 9:30 AM. Please be available to share information with the audience about your display. Display should be staffed from 9:30 AM to 1:30 PM. Please see attached Map 2 as C25 & C26 Mincke /Red Bull HMVA.

C26 Military Vehicles – Members of Red Bull HMVA

Various privately owned historic military vehicles will be on display. The selected vehicles must be in place prior to 9:30 AM. Please be available to discuss your displayed vehicles with the audience members. Display should be staffed from 9:30 AM to 1:30 PM. Please see attached Map 2 as C25 & C26 Mincke /Red Bull HMVA.

C28 WWII Re-enactors of Military Women Units – Cat’s Meow

Women contribution to the WWII war effort is in display. Your display is located on Map 2 as C28 Cat’s Meow. You will need to provide your own tables, chairs, and shade shelter. Your display must be set up prior to 9:30 AM. You are expected to staff your booth from 9:30 AM to 1:30 PM. Please be available to discuss your display with the audience members. You have also agreed to take part in the opening flag ceremony see **D??**

C29 Military Equipment Display – Dewey Hassig

Your display is located on Map 2 as C29 Mil Equip. Your display must be set up prior to 9:30 AM. You will need to provide your own tables, chairs, and shade shelter. You are expected to staff your booth from 9:30 AM to 1:30 PM. Please be available to discuss your display with the audience members.

C30 Bell UH-1 Iroquois Helicopter – VVA Chapter 331

This trailer-mounted display is located on Map 2 as C30 Huey UH-1H. It is at the northeast corner of the Woodbury City Hall parking lot. **This unit must be brought in early** for setup as other units may arrive and cut off your access to your location or limit your maneuvering space. Please be available to discuss your display with the audience members. You are expected to staff your booth from 9:30 AM to 1:30 PM.

C31 WWII 117th Inf, 30th INF DIV Re-enactors – Warren Klein

Various military vehicles and equipment will be on display. The selected vehicles must be in place prior to 9:30 AM. Also, if possible, re-enactors should tell true tales of various battles and campaigns that the 30th Inf Div was involved in during the war. Please be available to discuss your display vehicles with the audience members. Your display area is located on Map 2 as C31 30th ID & C32 105th BN & C33 CAF.

C32 WWII 105th Engineer Combat BN – Ross Hedin

Various military vehicles and equipment will be on display. The selected vehicles must be in place prior to 9:30 AM. Also, if possible, re-enactors should tell true tales of various battles and campaigns that the 30th Inf Div was involved in during the war. Please be available to discuss your display vehicles with the audience members. Your display area is located on Map 2 as C31 30th ID & C32 105th BN & C33 CAF.

C33 Military Vehicles – Commemorative Air Force MN Wing

Various military vehicles and equipment will be on display. The selected vehicles must be in place prior to 9:30 AM. Also, if possible, re-enactors should tell true tales of various battles and campaigns that the 30th Inf Div was involved in during the war. Please be available to discuss your display vehicles with the audience members. Your display area is located on Map 2 as C31 30th ID & C32 105th BN & C33 CAF.

C34 Current Military Vehicles – 34th INF DIV – CPT Kristin A Ohrt

These vehicles will be located in the designated spaces indicated on Map 2. The selected vehicles must be in place prior to 9:30 AM. Please be available to discuss your displayed vehicles with the audience members.

C35 USAAC Display - Gary & Paul Wirth

USAAC flight gear will be on display. Your display is located on Map 2 as C35USAAC Display. You will need to provide your own tables, chairs, shade shelter, and information documents. You are expected to staff your booth from 9:30 AM to 1:30 PM.

C36 Combat Helicopters LLC – New Richmond, WI

Your flight is scheduled to fly over our event site. Your flight path is shown on Map 6. Please take aerial photographs if you can for our archives.