"Full Steam Ahead"

DRAFT FOR INTERNAL PLANNING ONLY
Williams Event Concept Paper
As of: 11 Feb 2015

1. **Date/Time/Location:**
   Tuesday, Mar. 24, 2015, 4 p.m., onsite at ST012.

2. **Purpose of the event:**
   To recognize cleanup achievements at Williams, highlighting the Steam Enhanced Extraction at the liquid fuels storage area. Distinguished Visitors will be invited to provide brief remarks.

3. **Event preparation schedule:**
   - Jan. 15 Save-the-date notice sent via email to BCT (DONE)
   - Jan. 30 Send "Save the date" to community stakeholders (DONE)
   - **Feb. 26 Finalize key speakers**
   - Feb. 27 Send out hard copy invitations
   - Mar. 17 /23 Send press release and reminder call, day prior to event

4. **Invitation list includes:**
   - AFCEC senior leaders
   - AMEC and TerraTherm
   - Regulatory Agencies: EPA, ADEQ, ADWR
   - Gila River Indian Community
   - Bureau of Indian Affairs
   - Phoenix-Mesa Gateway Airport
   - Arizona State University
   - Chandler-Gilbert Community College
   - Army Reserve
   - Restoration Advisory Board
   - Elected officials
   - Others

5. **DV Tour: 1:00 – 3:00 meet at vans at (location TBD)**
   - Landfill 4
   - Fire Training Area 2
   - Site 17
   - Site 12

6. **Event Agenda:**

4 - 4:10	**Attendees Arrive**
4:10	**Master of Ceremonies Welcome** (Phil Mook, AFCEC)
4:10 - 4:30	**Distinguished Visitors to Speak:** AFCEC representative (5 min) Mr Robert Moriarty - Director, Installations EPA, Region 9 representative (5 min) ADEQ representative (5 min) Elected official (5 min) TBD, Linda is working
4:30 - 4:40	**Photo Op with Dignitaries** Present top officials with a steam-related memento
4:45	**Cake Cutting**
4:45 - 5	**Serve Refreshments**
4:45 - 5:15	**Media Availability**

Please Note: RAB at 6 p.m. on Mar 24, to run concurrently (Light dinner to be served at RAB)

7. **Air Force Points of Contact for Event:**
   - Linda Geissinger (916) 643-6420 x109 or cell (916) 539-7065
   - Brian Sytsma (916) 643-6420 x257