"Full Steam Ahead"

DRAFT
Williams Event Concept Paper
As of: 14 Jan 2014

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 technology in place at the liquid fuels storage area. Distinguished Visitors from each party will be invited and asked to provide brief remarks.

3. **Event preparation schedule:**
   - Jan. 15 — Save-the-date notice sent via email to BCT
   - Jan. 30 — Send "Save the date" to community stakeholders
   - Feb. 15 — 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. **Event Agenda:**

4 - 4:10	**Attendees Arrive**
4:10	**Master of Ceremonies Welcome** (Suggested: Phil Mook, AFCEC)
4:10 - 4:30	**Distinguished Visitors to Speak:** AFCEC representative (5 min) EPA, Region 9 representative (5 min) ADEQ representative (5 min) Elected official (5 min)
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 meeting will be held at 6 p.m. on 24 March, to run concurrently with event

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