

To: Ritchie/Mitchell <kath...@...>  
From: Ellis Jones <ellis@...>  
Subject: Re: NAFOW Flags and Banners  
Cc:  
Bcc:  
Attached:

Kathleen:

Sorry for this delay in responding. Inadvertently I misplaced the listing entitled "Items from Headquarters to Local Venue" and finally found it yesterday. I had sent copies earlier to Alan Upshall.

What is needed at NAFOW are the following:

- 1 Canadian Flag
- 1 United States Flag
- 1 Wales Flag
- 1 Ceremonial Wales Flag
- 1 Alfred Reese Banner

All of those items are with Alan. If he doesn't have them, be sure to let me know. We do not provide flag poles. Those need to be secured from the Hotel.

The first 3 items are ceremonial flags for programs, banquets, concert, etc. The fourth item is a large flag which is passed from one venue to the next on Sunday evening after the final Gymanfa session.

Col. Reese had a special banner prepared for use at special occasions. That too has been sent to Alan. It does need to be prominently display.

If hopethis helps. If not, let me know.

Ellis Jones  
Executive Director

# The Welsh National Gymanfa Ganu Association

## Items From Headquarters to Local Venue

1. Flags (Canadian, US, Welsh--Can hotel provide poles?)(for Opening Ceremony, Banquet, and other appropriate occasions)
2. Banner for Hotel (3 feet by 22 feet)
3. Opening Ceremony Arrangements (Headquarters can notify Board of Trustees)
4. Registration Area
  - a. Headquarters Staff Member
  - b. Pre-registration packets
  - c. Hymnals, folk song books, phonetic books
  - d. Extra name tags
  - e. Name tag holders for on-site registrants
  - f. Name tag lanyards for Board of Trustees
  - g. Copies of on-site registration forms?????
  - h. Extra tickets for events/activities.
5. Marketplace Display for WNGGA Table (Headquarters staff person will arrange)
6. Arrangements for Meetings:
  - a. Friday morning - Round Table Breakfast (Headquarters makes contacts)
  - b. Friday afternoon - Board of Trustees
  - c. Saturday morning - Annual General Meeting
  - d. Sunday morning - New Board of Trustees
7. Annual General Meeting Materials (for Saturday, 9:00 a.m.)
8. Banquet
  - a. Head Table (Usually includes President and wife, Executive Director and wife)
  - b. Reserved Tables for Board of Trustees (Board members need to be notified; headquarters can do the notification)
9. Welsh English Church Service
  - a. Memorial Service
    - 1) List of deceased members (provided by Headquarters to Nelson Llewellyn who conducts the service)
    - 2) Memorial vases (Will be brought from Headquarters)
    - 3) Long stem roses (probably about 5 dozen) need to be purchased by Local Venue to be paid for by Headquarters.
10. Alfred and Fae Reese Banner for Banquet and Other Special Occasions.

Date: Sat, 14 Jun 2003 01:25:42 -0700  
From: Ritchie/Mitchell <kathleenritchi@nafo.org>  
Subject: NAFOW Flags and Banners  
To: Ellis@gustavus.edu  
X-MIMEOLE: Produced By Microsoft MimeOLE V6.00.2727.1300  
X-Mailer: Microsoft Outlook Express 6.00.2720.3000  
X-MSMail-priority: Normal  
X-Virus-Scanned: by amavisd-new

Dear Ellis,

Let me introduce ourselves. We are Larry Mitchell and Kathleen Ritchie, from North Vancouver, BC and working on the Decorating Committee of the Welsh Festival in Richmond upcoming this August.

We have met with Lynn Owens-Whalen and Alan Upshaw and have now begun assembling the flags and banners for the upcoming event. Alan passed along your email address to us in order to contact you regarding the Flags and Banners and special flag poles that you will hopefully send to us. I believe there is a "travelling flag" to be used at the opening ceremony and a very large Welsh Flag. Is this correct or are other items as well? We are hoping that you will send us these items before you come out as we'll need to see them in order to help with the planning.

Thanks, so much!  
Cheerio,  
Kathleen

*Decorative Stags*  
*LS*  
*Canopy*  
*Wales*  
*Venue Stags*  
*Wales*  
*Banner -*  
*no longer*  
*Reese Banner*