

IMPORTANT LOGISTICS MEMO # 1 TO PLANNING COMMITTEE

February 25, 2007 E-Mail Notice

TO: AACC07 Planning Committee
CC: Cast and Crew
RE: Important UPDATES/Asian American Coalition of Chicago Lunar New Year

1. KEYNOTE SPEAKER

All - We got a call late last week that unfortunately, the Keynote Speaker, Laureen Ong, President of National Geographic Channel, got called on Thursday afternoon by NewsCorp, the FOX partnership NGC is with, and she has to be in another city else on March 3rd for Corporate. They said she feels really bad about cancelling.

However, NGC offered us Hollywood star Lisa Ling, and we have accepted their offer ! Lisa Ling is a huge star who is a correspondent for NGC (now first woman host of "Explorer") and also for The Oprah Winfrey Show. She was on "The View" for many years, before joining NGC. We are thrilled about this ... please help spread the word to your guests.

2. TICKETS

Please direct any last-minute ticket sales to tickets@aacchicago.org

NO TICKETS WILL BE SOLD AT THE DOOR.

PLEASE NOTE THAT EVERYONE MUST HAVE A DINNER TICKET IN ORDER TO EAT IN THE GRAND BALLROOM. TICKETS WILL NEED TO BE SHOWN BOTH AT THE DOOR AND AT THE DINNER TABLE TO THE WAIT STAFF.

ANY VEGETARIAN DISHES MUST BE PRE-ORDERED. OUR GUARANTEE HAS ALREADY BEEN PLACED.

3. PARKING

The hotel is sold-out and as usual, parking at the Hyatt will be tight. THE EARLY BIRD GETS THE PARKING SPACE. Only 400 something spots are available in the Hyatt lot on complimentary basis. ALL OTHER LOTS ARE PUBLIC LOTS ON A FEE BASIS.

There is another event in the other ballroom. Everyone is strongly urged to CAR POOL and to arrive early. Latecomers will have to park in the Village of Rosemont lot across the street, and when that is full at the Sofitel or other hotels surrounding and then have to walk.

4. PERFORMERS

Please make sure all performing groups are chaperoned by their own host parents/teachers/group hosts, throughout the ENTIRE evening, especially for any minors.

All waivers/talent releases must be on file in order to appear in the show. Please FAX any outstanding waiver/releases ASAP to 312.896.5677.

5. SECURITY

Please do not bring any valuables into the Green Rooms or Cast and Crew common areas - this includes purses, wallets, money, jewelry, IPOD's, CD players, digital cameras, PDA's, cell phones, Blackberry's, fur coats, laptops, video games, CD's etc.

The Host Committee and the Planning Committee cannot take responsibility for the loss of

anything, and all are urged to leave these items behind or with a seated guest. So that everyone may have an enjoyable evening, we urge you to pay attention to this request.

6. VIPS/NAMES OF DIGNITARY CORPS

Please e-mail any elected official's name/your diplomatic and VIP guests ASAP to info@aacchicago.org, if you would like them considered to be announced.

The celebrity presenters will not be able to take requests from the floor verbally or on scraps of paper... everything is pre-scripted out in professional SCRIPT format. We ask for your preparation in advance on this; please include pronunciation keys where necessary,

Any such announcements should be directed to the Chair or Director of Communications.

7. VOLUNTEERS

We welcome more volunteer names. Please e-mail any volunteer names/e-mail/contact info to Susan Ng-Harroun c/o admin@aacchicago.org ASAP.

Thanks!

2007 ASIAN AMERICAN COALITION OF CHICAGO 24th ANNUAL LUNAR NEW YEAR CELEBRATION "Roar with the Boar 2007/4705"

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*Hosted by the Chinese American Community
March 3, 2007 at Hyatt Regency O'Hare*

THE AACC 2007 HOST COMMITTEE

*Leonard M. Louie, Chair
C.W. Chan, Co-Chair, Programming
Irene Cualoping, Co-Chair and Director of Communications
Barton Moy, Co-Chair
Susan Ng-Harroun, Co-Chair, Outreach
Woon-Wah Siu, Co-Chair, Fundraising
Esther Wong, Co-Chair, Program Book
David Wu, Secretary
CASL, Treasurer
Jean Ng, Ticket Committee Chair*

If you wish to be removed from this list, please e-mail info@aacchicago.org
and state "UNSUBSCRIBE".

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