



Forging the Path to Peace

A Celebration of Rev. Dr. Sun Myung Moon's 90th Birthday

TO: District Directors and Organization Leaders
FROM: 90th Birthday Commemorative Committee USA
RE: Seating for 4:00 PM Special Ceremony on January 31
DATE: January 27, 2009

On the occasion of the Founder's 90th Birthday, a significant ceremony that profoundly honors God will be held at the Hammerstein Ballroom of the Manhattan Center in New York. Seating is by ticket only. Doors open at 3:00 PM, and the program begins at 4:00 PM. The purpose of this memo is to provide basic instructions on the ticketing / seating plan.

There is great interest and enthusiasm to participate in this historic ceremony. Though so many would like to attend, access to the program will be strictly limited to those with tickets. The basic plan for seating is as follows:

- 1) Tickets for the program are color-coded, according to section. Seating within a particular section is open, on a first-come, first-served basis.
- 2) There are many international dignitaries coming for the 90th Birthday events. Blocks of seats in the Hammerstein Ballroom have been allocated for groups of these participants, including international delegates of the UPF World Summit, special guests from Korea and Japan, and clergy participants in the ACLC convocation.
- 3) Additionally, a number of tickets are being provided for each District. The primary focus for participation in this program is on special VIPs, key Ambassadors for Peace, representative religious leaders and clergy, etc. The District leadership will decide on the allocation of tickets provided to them.
- 4) To maximize participation, seating will also be provided for the Manhattan Center Grand Ballroom. Those holding these "overflow" tickets will have seats in the Grand Ballroom, and will view the program via live video linkage. Also, if extra seats are available in the Hammerstein Ballroom as the program begins, those sitting in the "overflow" section may have the opportunity to fill seats in the Hammerstein.
- 5) Because of the nature of this special ceremony, it is essential that ticketholders be in their seats on time. Those who arrive late are not guaranteed seating in their ticketed section. In other words, after the 4:00 PM start time, those arriving late may be seated in a section different from their ticket, such as in the overflow seating.
- 6) The tickets allocated to each district are divided among available seating sections. Because of the special design of the historic Hammerstein Ballroom, much of the seating is in the two balconies. Tickets for district guests will be either in the Hammerstein balconies or in Grand Ballroom (overflow section.)
- 7) Blocks of tickets will be distributed to Districts and other special groups on Wednesday, January 28. As much as possible, tickets should be given to guests prior to Saturday's program, so as to avoid delays and long lines at "Will Call" desks.

- 8) Each district should maintain a clear registration list with the name of each individual who receives a ticket. Every effort should be made to double-confirm ticket holders.
- 9) We will make every effort to cross-reference lists, since some persons may fall into several categories or groups. Note that tickets for special donors will be handled by HQ, and are not included in the numbers allocated for each district.
- 10) The tickets are printed with a space on the back for name and contact information. Guests are asked to fill that out prior to entering the Manhattan Center. This eliminates the need for a registration / check-in line. Ushers will collect the tickets and give the guest the tear-off ticket stub. The collected tickets will provide valuable information on who attended the program.
- 11) Some guidelines for those attending are:
 - a) Tickets are required for entry into the program. Each person must have their own ticket.
 - b) Children under the age of 12 are not permitted in the Hammerstein Ballroom seating.
 - c) No cameras or video recorders are permitted in either the Hammerstein Ballroom or Manhattan Center Grand Ballroom for this program.
 - d) Translation equipment (FM radios) will be used during the program. An update will be sent soon with instructions on how that will be handled.
- 12) Note that tickets for the 4:00 PM special ceremony are for this event only. The Blessing program beginning at 7:00 PM in the Hammerstein Ballroom requires separate tickets. All those seated in the Hammerstein for the 4:00 PM program will be asked to leave the hall soon after the program conclusion so that preparations can be made for the Blessing program that follows.

The ticket allotments for each District are as follows:

District	Balcony 1	Balcony 2	Overflow	Total # tickets
1 (DC)	10	20	20	50
2 (NY)	20	230	250	500
3 (NJ)	20	230	250	500
4 (Boston)	10	15	15	40
5		15	5	20
6		10	5	15
7		10	5	15
8		7	3	10
9		8	2	10
10		5	5	10
11		5	5	10
12		5	5	10

If you have questions about tickets or seating, please email to Margaret Herbers (Margaret@familyfed.org).