



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY

PSC 817 BOX 1

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Canc: Jan 2025

NAVSUPPACTNAPLESNOTE 5050

N00/N01G

4 Dec 24

NAVSUPPACT NAPLES NOTICE 5050

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: 2024 U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY DETACHMENT GAETA
TREE LIGHTING AND HOLIDAY MUSIC

Encl: (1) Event Schedule
(2) Layout of Event
(3) Marketing Flyer of Event

1. Purpose. To promulgate information regarding the 2024 Gaeta Tree Lighting and Holiday Music Event at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Department Gaeta on 4 December 2024. Enclosure (1) is the event schedule, enclosure (2) is the layout of the event, and enclosure (3) is the marketing flyer.

2. Uniform. Civilian attire.

3. Location. Gaeta Fleet, Landing, Fleet Recreation Center enclosed awning area and Fleet Landing flag post area. Alternate location, N/A.

4. Foul Weather. Driving rain, lightning, or dangerous high winds may result in cancellation of event.

5. Media Support. Morale, Welfare, and Recreation (MWR) social media via MWR marketing office, the Public Affairs Officer, and the city of Gaeta social media.

6. On-Site Event Support

a. Security Department will check identifications cards of eligible patrons and authorized guests at the Fleet Landing entry control point.

b. MWR will put up the holiday tree at the Fleet Recreation Center and assemble holiday lights in the form of a tree on the anchor for the "tree lighting" on base, located at the flag post at the base front entrance area. MWR also coordinates the festive holiday music, performed by the U.S. Naval Forces Europe and Africa "Top Side Brass Band", holiday cake, cookie decorating, hot chocolate, and holiday trivia.

c. An invitation was extended to the Italian Base Commander and Gaeta City Mayor. Both are pleased and accepted the invitation.

7. Points of Contact

a. Ms. Vinario, Clelia, MWR Gaeta Site Manager at COMM: 081-568-8307, CELL: 333-460-8733 or e-mail: clelia.vinario.naf@us.navy.mil.

b. LCDR Buchanan, Karen, Gaeta Officer in Charge ,at COMM: 081-568-8301 or email: karen.buchanan2.mil@us.navy.mil.

c. Chief Molinaro, Stefan, Gaeta Security, at COMM 081-568-8364 or email: stefan.w.molinaro.mil@us.navy.mil.

d. Mr. Maddock, Joe, Community Liaison Specialist/Protocol Officer, at COMM. 081-568-8380 or email: paul.j.maddock2.civ@us.navy.mil.

e. MU2 Mendez Morales, Pedro N., Unit Leader, U.S. Naval Forces Europe Africa Band at COMM: 081- 568-5744, CELL. 338 150-5609 or email: pedro.n.mendezmorales.mil@us.navy.mil.

8. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administrative, Directives, and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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Electronic via NAVSUPPACT Naples website:

<https://cnreurafcnt.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Notices>

Event Schedule

Tree Lighting and Holiday Music

4 December 2024

- 0800-1300 - Test holiday lights for the tree lighting.
 - Stage red rectangular rug under the movie screen for the band
 - Position and check microphone.
 - Set up props and decorations.
 - Arrange various stations within the Fleet Recreation Center awning area holiday cake, cookie decorating, hot chocolate, and trivia question prize box.
 - Activities will be available for children in the Fleet Recreation Center main room: holiday crafts, coloring, books, holiday puzzles.
- 1400 - Meet and greet the U.S. Naval Forces Europe and Africa band.
 - Position musical instruments in the fleet awning area.
 - The movie room will be reserved for a changing room.
 - Sound check.
- 1500 - Clelia Vinario, MWR Site Manager and MWR staff welcome the NAVSUPPACT Naples Detachment Gaeta Officer-in-Charge (OIC), Italian Base Commander, Sailors, and community members at the Fleet Recreation Center to attend holiday music performed by the "Topside" U.S. Naval Forces Europe and Africa band, followed by the Tree Lighting Event.
 - The Gaeta City Mayor, Mr. Cristian Leccese, will be accompanied by Mr. Maddock.
- 1515 - During the band's performance, guests may enjoy holiday cake, cookies, hot Chocolate, and enter the holiday trivia contest to win a prize.
 - Standing area and seating arrangement are available.
- 1615 - All guests are invited to participate in the tree lighting outdoors near the flag pole at the front entrance area. The "Top Side Brass Band", NAVSUPPACT Naples Commanding Officer, NAVSUPPACT Naples Detachment Gaeta OIC, and the Italian Base Commander assist with leading the count down, 10 to Zero.
- 1630 - Event ends.
- 1645-1800 - Clean-up of area by MWR staff.

Layout of Event



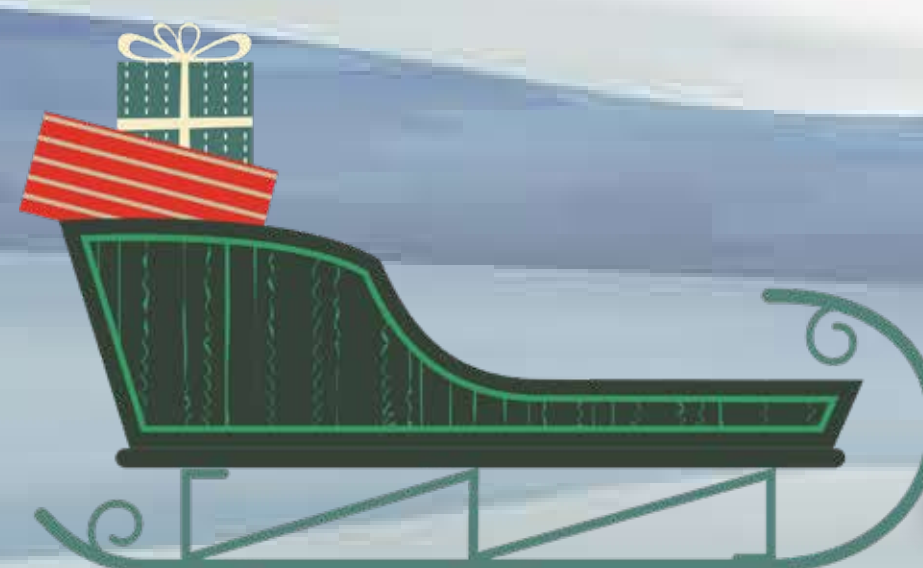


Tree Lighting and Holiday Music

*Wednesday, Dec. 4
3-4:30 p.m.
Fleet Landing, Gaeta*

Welcome the holidays with music by the
U.S. Naval Forces Europe Africa's
Top Side Brass Band, hot chocolate
and cookie decorating followed
by the tree lighting.

Win a prize by playing holiday trivia!



For more information, please call the MWR Service Desk at
081-568-8357 / DSN 626-8357 or email MWR_Gaeta@eu.navy.mil.

Connect with MWR 24/7 at navymwrnaples.com  www.facebook.com/mwrgaeta

