

Promotion / Retirement Ceremony Checklist

Promotion Ceremony For: _____ Project Officer: _____

POC (Phone): _____ Date / Time / Location: _____

#	TASK	DATE COMPLETE
	At least 5 WEEKS PRIOR	
1	Based on approved promotion/retirement date, select a presiding officer and coordinate to determine date and time for ceremony	
2	Decide where ceremony/reception will be held and reserve room(s)	
3	If ceremony is outdoors, have inclement weather location determined/reserved	
4	Status of decoration for retiree, if applicable	
5	Order Promotion/Retirement Certificates and Presidential certificate, if applicable (for retiree/spouse, as applicable)	
6	Ensure promotion/retirement orders are "in work"	
7	Determine uniform of the day for ceremony participants/attendees	
8	Schedule dry run on official party's/participants calendar for a day or two prior to ceremony (if Wing CC/CV is officiating, be sure to check with Wing CC/CV sec'y to see if CC/CV wants to attend dry run) <i>VERY IMPORTANT to schedule the dry run on official party's calendars at least 30 minutes later than rest of ceremony participants, i.e narrator, singer, dec aide, escorts, etc as you want to ensure everybody else knows what's "happening" before official party arrives for dry run.</i>	
9	Reserve room(s) for day prior to ceremony for a dry-run/set up	
10	Determine narrator and get decoration to perform dry run(s)/ceremony	
11	If having troop formations/pass-in-review, start working names, numbers etc and schedule a few "practices" runs	
12	Decide what equipment will be needed	
13	Are chairs needed – where will they come from, who will set up/take down, etc (Also chairs for stage/official party (high, wingback chairs)	
14	Tables (#, sizes) – need to put decoration on, flowers if being presented, etc.	
15	Podium/microphone – request COMM support Public Address system/mics for event to include CD player for official music (even if you are requesting band support, always good to have CD player/music as backup)	
16	Reserve any other A/V equipment that may be needed	
17	Reserve U.S. and A.F. and G.O. flag (if required) through Honor Guard or Wing Protocol	
18	Determine if a vocalist is needed from the AF Band or other	
19	--Arrange for a backup vocalist or music recording (Wing protocol has ceremonial CD with Ruffles/Flourishes/National Anthem/Air Force Song available for check-out)	
20	Ask promote/retiree if an invocation is desired. Schedule chaplain for invocation	

21	Request base DV/invitation list from Protocol (if applicable)	
22	Request personal invitation list from promotee/retiree	
23	Ask promotee/retiree if assistance with billeting arrangements is needed	
24	For off-base, non-military guests, determine how they will gain access to base for ceremony; obtain gate passes from protocol if SFS is agreeable to this and plan to provide SFS with sample pass and complete guest list (alphabetical)	
25	Request biography from promotee/retiree	
26	Schedule Honor Guard to post colors (only for Group level or higher, Squadron level can either use a team made of up of “group members” or “pre-post” the flags)	
27	Schedule AF Band for reception--if applicable/available	
28	If officiating officer is a GO, determine if he/she wants Ruffles and Flourishes/Generals March (retired GO must be in uniform in order to play Ruffles/Flourishes and display the appropriate flag)	
29	Determine if SFS support will be needed for parking/traffic control etc and if needed, request through proper channels	
	4 WEEKS PRIOR	
1	Determine RSVP date (generally one week prior to event date)	
2	Get invitations approved through proper channels (to include Wing Protocol if Wing CC/CV is officiating – CCP will look at all invites)	
3	Print invitations (if officiated by Wing CC, must be printed on star stationery (if applicable) which will be provided by Wing protocol). NOTE: for retirement ceremonies, you can't use APF for printing of invitations. Also, you can use BITS for on-base invitations and invitations to other “military addresses”; however for invitations to personal or off-base addresses, either the retiree or the sponsoring unit must provide stamps to mail these invitations.	
4	Send invitations (invitations should be mailed out NLT 3 weeks prior to event)	
5	Determine contents of program/prepare draft program (NOTE: latest word from wing resource advisor is that you cannot use DLA to print programs for retirement ceremonies, unless being held in conjunction with a Change of Command. Can be printed “in-house” but cannot use DLA. Also recommend keeping program very simple and only print limited number in “color” for family/special guests and rest in “black/white” as most programs are thrown away.	
6	Get programs approved through proper channels, e.g. promotee/retiree, officiating officer's exec/secretary before “going to print”	
7	Work on ceremony script and sequence of events starting with “pre-gathering” all the way through post-reception (don't forget an inclement weather script if ceremony is outdoors)	
8	Schedule photographer (submit AF Form 833 to photo lab)	
9	Determine ceremony layout	
10	Determine if any Trans support will be needed, submit request to Trans Squadron in writing; ask for confirmation (only official party and immediate family can be transported)	
11	Ask promote if he/she elects to reaffirm the oath of office during the ceremony	

	3 WEEKS PRIOR	
1	Get script approved through proper channels (to include Wing protocol if Wing CC/CV officiating – CCP will look at ALL scripts)	
2	Determine and order light refreshments (punch, soda, coffee, cake, fruit, etc.)	
3	Request NAF (SM&W) funds to offset cost of “light refreshments” through proper channels (call Wing CCP with any questions). Request MUST be submitted 5 working days prior	
4	Ask promotee/retiree if he/she wants to present his/her spouse with a memento. If yes, this cost is the responsibility of promotee/retiree or sponsoring unit. Refer to the SMW Retirement Request and AFI 34-201, Use of Nonappropriated Funds to determine what they will fund for promotion/retirement ceremonies	
	2 WEEKS PRIOR	
1	Print programs (as a reminder, cannot use APF/DAPS for printing of retirement ceremony programs unless it’s being held in conjunction with a Change of Command)	
2	Decoration(s) finalized/in-hand (Request “lee clip” from protocol for medal presentation)	
3	Retirement certificates/orders, Presidential certificate finalized/in-hand	
	1 WEEK PRIOR	
1	Confirm vocalist (if applicable)	
2	Confirm RSVPs (call any “DVs” you haven’t heard from)	
3	Determine firm # of attendees	
4	Prepare seating chart (consult with Wing protocol for guidance). Prepare nametags for chairs for “by-name” seating and DV/Reserved seating	
5	Confirm photographer	
6	Confirm programs	
7	Confirm honor guard to post colors/confirm flags	
8	Confirm Chaplain	
9	Confirm Trans support if needed	
10	Confirm reservations for building	
11	Confirm COMM support	
12	Determine centerpiece for refreshment table (not required)	
13	Determine individuals to hand out programs and help show guests to their seats	
14	Determine individuals for ushers/escorts – every unaccompanied female in official party, i.e. wives, moms, daughters, etc. should have an escort	
15	Determine individuals to serve refreshments	
16	Dry run sequence of events (tabletop) with promotee/retiree	
17	Task individuals to arrange seating (if required)	
18	Confirm AF Band for ceremony/reception (if applicable)	
19	Notify SFS of ceremony and provide them with complete, alphabetical guest list to assist with base access for non-military guests (if applicable)	
20	Determine individuals for clean-up crew	
	2 DAYS PRIOR	
1	Pick up centerpiece and tablecloths/skirts (if applicable)	

2	Pick up podium (if required)	
3	Pick up reserved parking signs from Protocol	
4	Test CD for Ruffles and Flourishes (if applicable), National Anthem and The Air Force Song	
5	If Wing CC/CV officiating or involved in any way to include just attending, must provide CC/CV secretaries with an Event Data Sheet and appropriate attachments, i.e. latest script, sequence of events, bio on promotee/retiree, etc. (protocol can provide sample)	
	1 DAY PRIOR (try to do as much set-up/arrangement as possible)	
1	Pick up refreshments (food, drinks, cups, forks, napkins, etc)	
2	Pick up keys for building (if required)	
3	Set up seating for stage area and audience (put tape on floor to mark positions)	
4	Set up flags (unless Honor Guard is doing this)	
5	Set up podium	
6	Place DV/reserved seating nametags on chairs	
7	Dry run with all key personnel	
8	Pick up flowers for spouse (if applicable)	
	DAY OF EVENT (finish set-up if unable to finish day prior)	
1	Place reserved parking signs out	
2	Set up centerpiece	
3	Set up refreshments	
4	Test CD and all other A/V equipment being used	
5	Test volume for microphone	
6	Assign positions for ushers/escorts/program distributors	
7	Ensure vocalist, Chaplain, photographer have arrived	
	POST-EVENT	
1	Retrieve CD	
2	Return podium (if required)	
3	Return tablecloths/skirts (if required)	
4	Rearrange seating (if required)	
5	Retrieve flags	
6	Remove DV/reserved seating nametags	
7	Retrieve extra programs	
8	Retrieve reserved parking signs	
9	General cleanup	
10	Retrieve photos from PA or photographer	