

NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE MEMORIAL DEDICATION CEREMONY PLANNING

A memorial dedication ceremony is not required. If you do desire to have a ceremony, the following will assist with your planning.

In an attempt to make the memorial dedication ceremony YOUR ceremony and not a Museum ceremony, we can offer support in several areas if you desire. Attached is a sample ceremony script that you may use. The program can include as little or as much as you would like. Since a ceremony requires the support of the Museum's staff (which is not present on the weekends), it is necessary that a ceremony be held Monday - Friday, 9:30 a.m. – 3:00 P.M.

The inclement weather plan is to move the ceremony inside the Museum to the Carney Auditorium. You will not be able to unveil the memorial, but everything else can be done. We will show a slide picture of your memorial at the time of the “unveiling”.

The Museum can schedule or provide:

_____ We provide a sound system with a podium and microphone.

_____ Chaplain: We request a base chaplain. However, if you prefer to use someone from your group, please let us know.

_____ Bugler: We request a bugler from the Air Force Band to play Taps. If a bugler is not available, we can play Taps from our sound system.

_____ Honor Guard: We request the Honor Guard to post and retire colors.

_____ Honor guard. Alternative: You can request an honor guard (usually with firing party) from a local organization (VFWs, American Legions, etc.). Cost is the responsibility of your organization or I can request an honor guard (no firing party) from Wright-Patterson AFB, the Air Force Reserve unit or the local Air National Guard unit. Due to over-riding military commitments (funerals, etc), they could have to cancel their support at the last minute. In that case, we can place our US Flag at the podium.

_____ Photographers: If you desire photography service, you will have to make these arrangements

_____ Limited seating at ceremony. Typically, the chairs are used by individuals who can not stand for a length of time.

Also, we request a list of any general officers (retired or active duty), SESs, and equivalents in **all** services; all international general officers; CEOs of major companies, Congressmen/Senators or senior federal, state or local government officials; Congressional staffers; all public figures or national celebrities.

**NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE
SAMPLE SCRIPT**

MUSEUM STAFF: Call to order and introduction of _____ Group MC,
_____ (OR I CAN ACT AS YOUR EMCEE).

**MC: WOULD EVERYONE PLEASE STAND FOR THE POSTING OF THE
COLORS BY THE WRIGHT PATTERSON AIR FORCE BASE HONOR GUARD
and PLAYING OF THE NATIONAL ANTHEM**

HONOR GUARD: Posts Colors

MC: Welcome comments, introduction of special guests

MC: Asks the Wright-Patterson AFB Chaplain to give the Invocation

CHAPLAIN: Invocation

MC or Group's Representative makes comments.

MC: Introduce the person(s) unveiling the plaque. Have them go to the wall and unveil the plaque.

UNVEIL THE PLAQUE

MC: Introduce person who is doing the presentation to the Museum and Maj Gen (Ret) Charles Metcalf, Museum Director or his representative. Ask both individuals to come forward.

PRESENTATION TO THE MUSEUM BY Group's Representative(s).

MAJ GEN METCALF (OR REP): Acceptance by the Museum

MC: Ask Chaplain to come up for the benediction.

Announce that: **FOLLOWING THE BENEDICTION, the Honor Guard will
retire colors and the bugler will play taps.**

BENEDICTION

MC: PLEASE STAND FOR THE RETIRING OF THE COLORS.

TAPS

HONOR GUARD RETIRES COLORS

MC: Closing comments (photos, etc)

