

**Change of Command  
Coordination Meeting of Responsibilities**  
May 9, 2001

Exec Ofc

Assumption of Command Order

Invitation list

Mailing

RSVP

Hail and Farewell reception

Reserve banquet room

Master of Ceremony

Sequence

Set up

Head table seating

Invitation to special guests

S-all email invitation

Awards, recognitions

Flowers for wives

Refreshment funding

S-all email invitation to Ceremony/Reception

VIP Transportation

VIP recognition during ceremony (to be incorporated into Annex A, Sequence of Events)

Awards (during ceremony, how many, to whom)

Stage and VIP Seating arrangement

Guest Book

Incoming DE family schedule/attendance

PAO

Schedule Invitations: design, print, mail

Annex A, Sequence of Events/Change of Command Script

Letter of Instruction (LOI)

Program design and printing

Band

Color Guard

Chaplain

Staging

Incoming DE Bio

Request for deaf interpreter

Media relations: News Release, new DE bio, media contact

Elevator signs

Sound and photo coverage

Seating name tags

Ushers

Dress rehearsal

LM

Tents

Staging

Chairs

Flags

Decorations

Ceremony Site Plan

Lobby receiving line

Reception (immediately following ceremony, for all employees)

VIP Transportation

IM

Photography/Video

Incoming DE official photo

Sound system

Podium(s)

SS&OH

Traffic Flow

Reserved and general parking