

Joint Base Charleston Protocol

Ceremony Checklist

Revised September 2017

Type of Ceremony: _____

Project Officer: _____

POC (Phone): _____

Date/Time/Location: _____

Project Officer Responsibilities

Helpful sites: <https://eim.amc.af.mil/org/628ABW/CCP/default.aspx> or <http://www.jbcharleston.com/at-your-service/protocol>

Helpful AFIs: AFI 34-1201 Protocol, AFPAM 34-1202 Guide to Protocol, AFMAN 36-2203 Drill & Ceremonies

Immediately

- ___ Decide/confirm location and date of event
- ___ Contact Charleston Club/Red Bank/venue to reserve appropriate rooms for functions & to plan the menu.
- ___ Request C-17 Nose Dock (if applicable) through Plans & Scheduling (See EIM "Request Forms")
- ___ If using the Nose Dock contact CE at 963-1511 for a Fire Suppression System Check
- ___ Request an appointment with Protocol to discuss date/location/review checklist, 3-8002 or 3-5496
- ___ Request Chaplain (if applicable) through Base Chapel (See EIM "Request Forms")
- ___ Coordinate with Wing Execs to have ceremony/event added to wing calendars, 628 ABW 3-3418, 437 AW 3-3201, 315 AW 3-3338

NLT 4 Weeks Prior

- ___ Quiet hours (for flightline ceremonies) (if applicable) must be coordinated through Current Ops/Base Ops
- ___ Provide Protocol with a copy of proposed invites and program to review before print/sending.

E-invite website: <https://einvitations.afit.edu/>

- ___ Request copy/email of Wing leadership address labels from Protocol
- ___ Request copy/email of address labels from Public Affairs for invites to Community Leaders
- ___ Send out hard copy invite to Group CCs and above (both Active/Reserve), (R.S.V.P due NLT 1 week out)
Hard copies to Wing/Group will be distributed using base distro
- ___ Ensure Shadow Box/Certificates/Letters & Decorations are being taken care of through the squadron
- ___ Request Honor Guard (if applicable) (See EIM "Request Forms" for more details)

NLT 3 Weeks Prior

- ___ Construct a sequence of events/script to send to officiator, honoree, narrator, secretary, exec, chaplain, Honor Guard (if applicable), and spouses (if applicable)
- ___ Provide Protocol with copy of script to approve before sending to front office or final print
- ___ Coordinate Comm Support (Public Address, Graphics, etc.)(See EIM "Request Forms")
- ___ If outdoors, request white folding chairs from Protocol, 3-5496. You will need to provide manpower and equipment to move the items.
- ___ Contact Maintenance for Trailer Stage Request: 3-7104, 3-5776, or 3-2326

Joint Base Charleston Protocol

Ceremony Checklist

Revised September 2017

NLT 2 Weeks Prior

- ___ Task escorts for ceremony guests/DVs and proffer
- ___ Task personnel to setup/take down ceremony (if not at Club)
- ___ Task personnel to pour refreshments/serve cake
- ___ If using the Nose Dock contact Security Forces for opening the gates (You will need someone to man the gate)
- ___ Schedule dry-run of ceremony and request all key players to participate
- ___ Coordinate transportation needs with official party/family and request vehicles/drivers through Vehicle Ops (See EIM "Request Forms"), e-mail to 628lrs.vehicle-ops@us.af.mil
- ___ Call Security Forces to get guest clearance format for quick entry onto the installation (See EIM "Request Forms")
- ___ Request LMR (Cell phones/Radios) if necessary through the Comm Support Help Desk
- ___ Contact Public Affairs for newspaper article inquiries and information
- ___ Submit Special Morale & Welfare request for approval by FSS, CPTS, and Protocol. Protocol will give guidance on appropriate funding approval process (See EIM "Request Forms")
- ___ Establish contract with Charleston Club/Red Bank Club/venue for Reception (if required). Pay attention to any possible setup fees

NLT 1 Week Prior

- ___ Request marquee display through Public Affairs (See EIM "Request Forms"), e-mail to 628abw.marquee@us.af.mil
- ___ Provide honorary bio to ceremony officiator and request incoming CCs bio from PA
- ___ If the officiator is not from JB Charleston, provide officiator's bio to Group CC/CD and Wing CC/CV: <http://www.af.mil/biographies>
- ___ Provide award element, citation and/or certificate, rank, oath, etc. Coordinate through FSS
- ___ Provide officiator with final R.S.V.P list to include family/friends and DVs in attendance
- ___ Notify Protocol of dry-run time and place and provide copies of final script for dry-run. The script must be completed (approved by Protocol) besides the intros at this point

NLT 4 Days Prior

- ___ Provide Protocol with a confirmed list of R.S.V.Ps and Protocol will assist with seating and introductions

NLT 1 Day Prior

- ___ Dry-run ceremony with all key players
- ___ Pick up refreshments and set-up ceremony, or confirm set-up time with event & reception location(s)
- ___ Follow-up with Honor Guard, Photographer, Comm Support, Chaplain, etc., to ensure attendance
- ___ Ensure you have all hardware needed. Medal with clips, retirement pin, certificates, awards, etc

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Protocol's Responsibilities—628ABW.CCP@US.AF.MIL

- ___ Provide checklists, sample letters for transportation, & review initial responsibilities with project officer
- ___ Advise project officer on necessary pre-briefing/updates to senior leadership
- ___ Review script, programs, and introductions of guests/DVs
- ___ Review ALL invitations prior to release
- ___ Advise on DV suites/request lodging information for timely reservation request (E-9/O-6 & above)
- ___ Provide name tag format/template for seats for the family, special guests, and leadership
- ___ Provide guidance during practice and if requested, serve as advisor day of ceremony

Key Reminders

- Ensure you have an accurate RSVP list. Failure to do so will mess up the script (intros) and seating.
- Ensure when looking at the stage (for CoC) the family is on the right and leadership is on the left. Highest rank and going down for leadership side. For family side it goes officiator's family, outgoing CC family, and then incoming CC family.
- For Sq/Grp/Wg CoC you should have a project officer and an NCOIC . The project officer is with the official party day of and the NCOIC should be ensuring the event is ready and good to go at the venue.
- For bigger events like CoC we highly encourage you to get an NCOIC or lead POC for items such as setup/teardown/cleanup, food/drinks, RSVP/Seating.
- Ensure you have stage items needed. Chairs, podiums WITH mic holders, microphones, comm, AF/Navy song, flags, stage bunting etc.
- Protocol has flags, bunting, table clothes, and chairs that can be checked out. You are responsible for reserving/picking it up through Protocol prior to the event as well as returning them clean. This needs to be coordinated ahead of time and not day of the event.
- Ensure you have parking w/parking signs for DVs.
- Ensure to keep everyone involved updated on all dates and times to include the dry runs.
- If you have a cake for a CoC it should be to welcome the new commander.
- Recommend three ring binders with document protectors for narrators to use and ask officiators/speakers if they would like one too.
- The key to having a successful event is being proactive and organized.