

Template for the 2009 Naval District Washington
Battle of Midway Commemoration Ceremony For Use
by CNIC and Regional Commanders

04 JUNE 2009

FAIR WEATHER PLAN

1. The ceremony will be held at the Navy Memorial, Washington D.C., on 04 June 2009 at [TIME].
2. The Master of Ceremonies will be [NAME]
3. Sequence of Events (Based on 1400 commencement)
 - 1100
 - Navy Memorial is finished ceremony setup.
General guest seating chairs and 2 lecterns are set up by the Navy Memorial -- NAVFAC Ceremonial Support Unit sets up a dais with official party and VIP chairs. Sound system check by Navy Memorial
 - Ceremonial Guard marking detail arrives and chalks all positions.
 - 1230
 - Wreath delivered to Navy Memorial.
 - Second sound system check by Navy Memorial
 - 1300
 - Ceremonial Guard & Marines assemble at Navy Memorial.
 - Ushers assemble at Navy Memorial.
 - NDW Investigators arrive for security checks & coordination with security details and Metropolitan Police Department.
 - 1315
 - Escorts assemble at Navy Memorial outside the President's Room
 - 1325
 - Members of Official Party, their spouses, Midway vets and VIP guests assemble at Navy Memorial in the President's Room.
 - 1340
 - Navy Band commences with preliminary music
 - Flags and Cordon move into ready position area on the eastern side of the plaza.
 - Color Guard takes position along northeastern side of plaza, east of the northern stairway.
 - 1345:
 - Vets and spouses of Official Party depart Navy Memorial with escorts.

- 1350: - Briefing of Official Party by [NAME-USUALLY AIDE]
- 1350 - Band concludes preliminary music
- Master of Ceremonies (MC) assumes position at lectern.
- CHAP: - Chaplain departs Navy Memorial and proceeds to position next to the Master of Ceremonies.
- MC: - "WILL THE GUESTS PLEASE BE SEATED."**
- (PAUSE)**
- "GUESTS ARE ASKED TO ENSURE THAT THEIR CELL PHONES AND OTHER ELECTRONIC DEVICES ARE SILENCED FOR THE DURATION OF THE CEREMONY."**
- 1355: - NDW Ceremonies notifies POIC who gives a head nod to the Band Leader.
- BAND: - Sounds "Attention."
- Wreath bearer, Drummer and buglers move take positions.
- MC "GOOD AFTERNOON LADIES AND GENTLEMEN AND WELCOME TO THE UNITED STATES NAVY MEMORIAL AND NAVAL HERITAGE CENTER. TODAY WE COMMEMORATE THE 67th ANNIVERSARY OF THE BATTLE OF MIDWAY. WILL THE GUESTS PLEASE RISE FOR THE MARCH ON OF THE 56 STATE AND TERRITORIAL FLAGS AND HONORS CORDON FOR OUR OFFICIAL PARTY."**
- PO1&2: - Face the S&Ts/Cordon personnel. PO1 on the right, PO2 on the left
- PO1 & PO2 are followed by a rifleman lead.
- PO1: - Moves from ready position on the right side of S&Ts to center of element and orders: "HONOR GUARD, ATTENTION."
- PO2: - Orders: "FLAGS, CARRY, FLAGS." Faces about for march on.
- PO1: - "PORT, ARMS."

- PO1: - Moves into position in front of S&Ts on their right for the march on and Orders "STAND BY."
- BAND: - On PO1 "STAND BY" commences playing the Adjutants Call
- PO1: - Three count about faces and orders, "FORWARD, MARCH."
- BAND: - Commences playing Washington Post March on PO1s command: FORWARD MARCH.
- PO1 - Leads S&Ts followed by the Honors Cordon up the center aisle to positions.
- PO1 stops in center aisle at front of seats and performs a 3 count about while the S&Ts and Honors Cordon move into position.
- S&Ts: - Flag bearers march up the center aisle, 2 abreast and move to positions and continue to march in position as well as the Honors Cordon.
- POIC: - Signals Band Leader when last member of the Honors cordon moves into position.
- BAND: - Concludes music when S&Ts and the honor cordon are in position. Loud 7 count stop. Flags automatically face center after halting.
- MC:** - **"GUESTS, PLEASE BE SEATED."**
- COT: - Moves to center aisle to await PO1s command "READY FRONT."
- PO1: - "ORDER, ARMS."
- PO2: - "FLAGS, ORDER, FLAGS."
- PO1: - "CENTER, FACE."
-"DRESS CENTER, DRESS."
- PO2: -"FLAGS, DRESS CENTER, DRESS."
- PO1: -"READY, FRONT."

- PO2: -“FLAGS, READY FRONT.”
- COT: - Marches up center aisle and takes command from the PO1
- Orders: “PRESENT. (PO2 echos – FLAGS, PRESENT), ARMS.”
- Cordon and Flags present on the command “ARMS.”
- COT moves to position on right side of the Honors Cordon.
- MC: “GUESTS PLEASE RISE FOR THE PRESENTATION OF COLORS.”**
- COT: - Orders: “ADVANCE THE COLORS.”
- BAND: - Plays “Trio to the National Emblem March.” Stops when colors are in position behind Midway Island Mark.
- COLORS: -March down the center aisle, colors turn and halt behind Midway Island mark.
- COT - Orders “PRESENT, ARMS.”
- BAND; - Plays “To the colors.”
- COT: - Orders:
- “ORDER, (PO2 echos, FLAGS, SHOULDER) ARMS.”
- MC: - GUESTS PLEASE BE SEATED.”**
- Cordon and Flags order/shoulder on the command “ARMS.”
- AIDE: - NDW Flag Aide calls NDW ceremonies and releases official party to the East side of the Navy Memorial (Entrance end of the honors cordon).
- PO1: - NDW Ceremonies notifies POIC who gives a head nod to the Band Leader.
- BAND: - Plays “Attention.”
- COT: - Orders, “PRESENT, (PO2 echos – FLAGS, PRESENT) ARMS.”
- Cordon and Flags present on the command “ARMS.”
- MC: - “GUESTS, PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY, THE RENDERING OF HONORS, OUR NATIONAL ANTHEM AND WREATH LAYING.”**

- HOST: - {Name of Host] escorts the official party through the Cordon to marks at the
end of the cordon.
- POIC: - Signals band when CNO has stepped onto his mark.
- BAND: - Plays 4 ruffles and flourishes followed by the Admirals March.
- CNO, COMMANDANT, & NDW all salute at the first note of the music, drop salute on last note of Admiral's March.
- FLAGS: - Break CNO's flag on the first note of Ruffles and Flourishes.
- MC: - **"LADIES AND GENTLEMEN, OUR NATIONAL ANTHEM."**
- BAND: - Plays National Anthem.
- CNO, COMMANDANT, & NDW all salute at the first note of the National Anthem, drop salute on last note of the National Anthem.
- COT: - Upon conclusion of Anthem gives command: "ORDER, (PO2 echos
FLAGS, SHOULDER) ARMS."
- MC: - **"LADIES AND GENTLEMEN, IN COMMEMORATION OF THIS GREAT AMERICAN NAVAL VICTORY, OUR CHIEF OF NAVAL OPERATIONS WILL NOW PLACE A WREATH AT THE NAVY MEMORIAL'S CHARTED LOCATION FOR MIDWAY ISLAND. OUR WREATH LAYING CEREMONY HERE IN WASHINGTON DC SERVES AS THE CORNERSTONE FOR MANY SIMILAR WREATH LAYING CEREMONIES THROUGHOUT OUR NAVY. LET IT BE KNOWN THAT AS OUR CHIEF OF NAVAL OPERATIONS LAYS THIS WREATH, WREATHS ARE BEING LAID AROUND THE WORLD IN HONOR OF OUR MIDWAY VETERANS. WE PAUSE TO REMEMBER AND HONOR THE SPIRIT OF MIDWAY IN OUR NAVY AND OUR NATION. WE PAUSE TO HONOR ALL THOSE WHO HAVE SERVED OR ARE SERVING WITH HONOR, COURAGE AND COMMITMENT."**
- WB: - Wreath bearer moves forward with the wreath and offers it to CNO.
- COT: - After Wreath Bearer executes a facing maneuver towards the CNO, orders, "PRESENT, (PO2 echos, FLAGS PRESENT), ARMS."
- CNO: - Places his right hand on the wreath and allows the wreath bearer to move the wreath into position.
- Upon setting the wreath down the Wreath bearer moves out of position while CNO remains for a brief moment before moving back to position.

- DRUM: - Commences muffled ruffles.
- HOST: - RDML Lorge calls official party to render Hand Salute at the commencement of muffled ruffles.
- BUGLERS: - When muffled ruffles are complete, bugles play ECHO TAPS.
- HOST: - Official party holds salute until the completion of TAPS. Host gives call: "Ready, to."
- HOST: - RDML Lorge invites official party onto the dais.
- COT: - Orders: "ADVANCE THE COLORS."
- HOST: - RDML Lorge calls official party to render hand salute.
- COLORS: - Advance to position at top end of Honors Cordon., facing audience.
- COT - Orders "PRESENT ARMS."
- Seven second pause.
- COT - Orders, "ORDER ARMS."
- COT: - Orders: "RETIRE THE COLORS."
- BAND: - Plays "Trio to the National Emblem March."
- HOST: - Calls "Hand Salute." for official party.
- Color guard departs down the center aisle.
- HOST: - Calls Official Party to "Order, Arms." on last note of the Trio to the National Emblem March
- COT: - Commands: "ORDER, (PO2 echos, FLAGS SHOULDER), ARMS."
- Cordon and Flags order/shoulder on the command "ARMS."
- COT: - When official party is on the dais, Steps out to the center aisle, sword salutes the CNO and requests:
"SIR, REQUEST PERMISSION TO DISMISS THE HONOR GUARD."
- CNO: - Returns the salute and states "Very Well."
COT: - Acknowledges CNO's salute, does a 3 count about and orders, "READY, FACE. PORT, ARMS".

- PO2: -“FLAGS, READY FACE.”
- COT: -“FORWARD (PO2 ECHOES “FLAGS, FORWARD”) MARCH.”
- BAND: - Plays a 6/8 drum cadence as the State & Territorial Flags and Cordon march off the plaza.
- COT: - 3 count about, salutes the CNO, returns sword, 3 count about, and marches off the plaza.
- Chaplain moves onto the dais from the official party’s right side.
- MC: - “LADIES AND GENTLEMEN, [Insert name of Chaplain], CHAPLAIN CORPS, UNITED STATES NAVY, WILL NOW OFFER THE INVOCATION.”**
- CHAPLAIN: - Moves to lectern on the dais and offers the Invocation and then returns to his seat.
- CNO: - Takes seat along with other official party members.
- MC: - “LADIES AND GENTLEMEN, PLEASE BE SEATED.”**
- PAUSE
- MC: - “LADIES AND GENTLEMEN, IT IS MY PLEASURE TO INTRODUCE THE HOST OF OUR CEREMONY, REAR ADMIRAL PATRICK J. LORGE, COMMANDANT, NAVAL DISTRICT WASHINGTON.”**
- HOST: - RDML Lorge makes brief welcoming remarks and introduces CMC rep
- CMC rep - Makes remarks and returns to seat.
- HOST: - Moves to lectern and introduces CNO.
- CNO: - Moves to lectern offers remarks.
- Sequence of events:
- CNO COMPLETES REMARKS
- CNO move to center of dais to receive gift from [NAME].
- MC narrates the exchange with comments below.
- MC: - LADIES AND GENTLEMEN, [GIFT PRESENTER] THE DAUGHTER OF [NAME],**

INTERNATIONALLY RESPECTED AVIATION ARTIST WHO BEST CAPTURED THE SPIRIT OF MIDWAY IN HIS FAMOUS PAINTING ENTITLED, "THE TURNING POINT," WILL NOW PRESENT ADMIRAL ROUGHEAD WITH A SIGNED REPRODUCTION OF THIS PAINTING. THE PAINTING CAPTURES THE BATTLE OF MIDWAY AT ITS MOST CRITICAL POINT. THE PAINTING WAS DISPLAYED AT THE SMITHSONIAN AND IS THE CENTER PHOTO UNDER THE VELUM IN YOUR PROGRAM FOR OUR EVENT TODAY."

- [GIFT PRESENTER] is escorted to the dais by Capt Burns who waits for her at the step of the dais to escort her back to her seat.
- The POIC carries the painting to the dais and hands it to Capt Burns for [GIFT PRESENTER] and awaits for it to be handed back to him by Capt Burns.

CNO: - While [GIFT PRESENTER] is escorted back to her seat, CNO returns to his seat.

MC TO HONOR OUR MIDWAY VETERANS THE CHIEF OF NAVAL OPERATIONS HAS DECREED THAT THIS DATE, 4 JUNE 2009, AS BATTLE OF MIDWAY COMMEMORATION DAY.

- **EACH VETERAN PRESENT WILL RECEIVE A SIGNED PROCLAMATION AND A COPY OF THE PAINTING "THE TURNING POINT".**

WILL THE GUESTS PLEASE RISE FOR THE READING OF THE PROCLAMATION FOLLOWED BY THE PLAYING OF THE MIDWAY MARCH AS COMPOSED ARRANGED BY FORMER SECRETARY OF THE NAVY J. WILLIAM MIDDENDORF."

ATTENTION TO PROCLAMATION.

BATTLE OF MIDWAY DAY PROCLAMATION

04 June 2009

A PROCLAMATION BY THE UNITED STATES NAVY'S CHIEF OF NAVAL OPERATIONS

WHEREAS, *The United States Navy recognizes the Battle of Midway annually on 4 June and commemorates that day as an opportunity to remember our Navy's proud maritime heritage and traditions;*

WHEREAS, *members of the United States Navy are extremely proud of their contributions to our nation's security, and now take time to renew and build upon our obligation to preserve our rich naval history and heritage;*

WHEREAS, *we recognize the need to carry forward the legacy of the many heroes of the Battle of Midway who have passed from our lives by speaking to our Sailors and to the public about their contributions to the Navy and our Nation;*

WHEREAS, *we view the challenges of the future by understanding the importance of our past, and I therefore have directed all Navy commands, both at sea and ashore, to hold a Battle of Midway Commemoration Ceremony to use our inspiring history as the magnet to guide our cultural compass;*

NOW, THEREFORE, I, *Gary Roughead, Chief of Naval Operations, by virtue of the authority vested in me do hereby proclaim 4 June 2010, Battle of Midway Commemoration Day, and call upon all Sailors to take part in this ceremony and remember those who have led the way through their bravery and who have sacrificed to make ours the world's greatest Navy.*

IN WITNESS WHEREOF, *I have hereunto set my hand this fourth day of June, in the year of our Lord two thousand ten and of the Independence of the United States of America the two hundred and thirty-fourth..*

Gary Roughead
Admiral
United States Navy



MC - **GUESTS, PLEASE BE SEATED.**
THE NAVY CEREMONIAL GUARD WILL NOW DELIVER THE CHIEF OF NAVAL OPERATIONS PROCLAMATION TO THE MIDWAY VETERANS COMMEMORATING WITH US TODAY.

ESCORTS: - present MIDWAY vets with a copy of the Proclamation
- Escorts return to the audience left side aisle in anticipation of the ceremony conclusion and escorting duties for the Midway vets

CNO: - Steps off dais toward Midway vets.

BAND: - Plays the Midway March.

CNO: - Returns to dais.

MC:I **GUESTS, PLEASE RISE FOR THE PLAYING OF THE MARINE'S HYMN AND ANCHORS AWEIGH AND REMAIN STANDING FOR THE BENEDICTION AND DEPARTURE OF THE OFFICIAL PARTY AND OUR HONORED MIDWAY VETERANS."**

BAND: - Plays The Marine's Hymn and Anchors Aweigh.

CHAP: - Upon conclusion of Anchors Aweigh, [chaplain] moves to the lectern and offers the benediction.

BAND: - Plays Eternal Father in the background during the Benediction.

MC: - Upon conclusion of the Benediction, salutes the HOST and states "SIR, THIS CONCLUDES THE CEREMONY."

HOST: - Returns the salute and states "Very Well" and then invites the Official Party off the dais and toward the Heritage Center for the reception.

ESCORTS: - Accompany vets and official party spouses back to the Heritage Center for the reception.

MC: - **"LADIES AND GENTLEMEN, THIS CONCLUDES OUR CEREMONY TODAY, YOU ARE INVITED TO MEET OUR HONORED MIDWAY VETERANS AND OFFICIAL PARTY MEMBERS AT A RECEPTION IN THE NAVAL HERITAGE CENTER. THANK YOU AND HAVE A GREAT NAVY DAY."**

BAND: - Plays "This is My Country" followed by "God Bless America" as the official party departs for the Heritage Center.

END OF SCRIPT

