**Navy Birthday Reception and Bell-Ringing Ceremony Template**

NOTE: Items in RED are mandatory, items in BLUE optional. Commands can customize their events as necessary. Update blanks in text depending on anniversary year and specifics of ceremony.

NOTE: ( ) if required

1. **PRE-CEREMONY PROTOCOL STATEMENT**

**MC**: “WILL THE GUESTS PLEASE BE SEATED”

**MC**: “AS A REMINDER, MILITARY MEMBERS SHOULD SALUTE ON THE FIRST NOTE OF THE NATIONAL ANTHEM AND ORDER ARMS ON THE LAST NOTE OF THE MUSIC. OUR CIVILIAN GUESTS SHOULD PLACE THEIR RIGHT HAND OVER THEIR HEART DURING THE NATIONAL ANTHEM. GUESTS ARE ASKED TO ENSURE THAT CELL PHONES AND OTHER ELECTRONIC DEVICES ARE SILENCED FOR THE DURATION OF THE CEREMONY”

1. **OPENING NARRATION**

**MC:** "GOOD MORNING LADIES AND GENTLEMEN, WELCOME TO *Command* CELEBRATION OF THE BIRTHDAY OF THE UNITED STATES NAVY”

1. **POSTING OF COLORS**

**MC:** “LADIES AND GENTLEMEN, PLEASE RISE AND REMAIN STANDING FOR THE NATIONAL ANTHEM AND INVOCATION.”

 **MC:** “POST THE COLORS”

[NOTE: Refer to NHHC [Navy Birthday Commemoration Toolkit – Scripts. Speeches and Messages](http://www.history.navy.mil/browse-by-topic/commemorations-toolkits/navy-birthday/ScriptsSpeechesandMessages.html) for MARINE CORPS DRILL AND CEREMONIES MANUAL]

1. **NATIONAL ANTHEM**

*National Anthem*

**MC:** “RETIRE THE COLORS”

[NOTE: Refer to NHHC [Navy Birthday Commemoration Toolkit – Scripts. Speeches and Messages](http://www.history.navy.mil/browse-by-topic/commemorations-toolkits/navy-birthday/ScriptsSpeechesandMessages.html) for MARINE CORPS DRILL AND CEREMONIES MANUAL]

1. **INVOCATION**

**MC:** “LADIES AND GENTLEMEN, THE INVOCATION WILL BE DELIVERED BY \_\_\_\_\_\_\_”

*Invocation*

**MC:** “LADIES AND GENTLEMEN, PLEASE BE SEATED”

1. **WELCOME AND SPEAKER INTRODUCTION**

**MC**: “THE KEYNOTE SPEAKER FOR TODAY’S EVENT IS \_\_\_\_\_\_\_\_\_\_\_\_”

*Introduction*

1. **KEYNOTE SPEAKER**

*Keynote remarks*

1. **READING OF THE SECNAV BIRTHDAY MESSAGE**

**MC:** “THE SECRETARY OF THE NAVY’S BIRTHDAY MESSAGE WILL NOW BE READ/VIEWED”

[NOTE: Refer to NHHC [Navy Birthday Commemoration Toolkit – Scripts, Speeches and Messages](http://www.history.navy.mil/browse-by-topic/commemorations-toolkits/navy-birthday/ScriptsSpeechesandMessages.html) page for SECNAV Navy Birthday message]

*SECNAV message inserted here*

1. **READING OF THE CNO BIRTHDAY MESSAGE**

**MC:** “THE CHIEF OF NAVAL OPERATIONS’ BIRTHDAY MESSAGE WILL NOW BE READ/VIEWED”

[NOTE: Refer to NHHC [Navy Birthday Commemoration Toolkit – Scripts, Speeches and Messages](http://www.history.navy.mil/browse-by-topic/commemorations-toolkits/navy-birthday/ScriptsSpeechesandMessages.html) page for CNO Navy Birthday message]

*CNO message inserted here*

1. **RINGING OF THE BELL (0900 local)**

**MC:** “LADIES AND GENTLEMEN, PLEASE RISE AND REMAIN STANDING FOR THE BELL RINGING CEREMONY AND THE PLAYING OF ANCHORS AWEIGH”

**MC**: “AS DIRECTED, THE BELL WILL STRIKE NINE TIMES AT 0900 LOCAL TO COMMEMORATE THE BIRTHDAY OF THE UNITED STATES NAVY”

“EIGHT BELLS, used to signal the end of the watch, represents the end of the current birthday year.”

*8 - Bells*

**MC:** “AS WE CELEBRATE OUR NAVY'S BIRTHDAY, OUR HISTORY AND HERITAGE FORMS OUR IDENTITY, TELLING US WHO WE ARE AND WHAT WE STAND FOR. OUR CORE VALUES OF HONOR, COURAGE AND COMMITMENT HAVE BEEN PASSED DOWN FROM OUR FOUNDERS, WHO CHARGED THE NAVY WITH THE SOLEMN DUTY TO SERVE AS THE "SHIELD" OF OUR REPUBLIC. THE FIRST REAL TEST OUR NAVY FACED WAS DURING THE WAR OF 1812. THIS WAR BEGAN AT SEA WHEN UNITED STATES SHIPS WERE ORDERED TO HEAVE TO UPON THE HIGH SEAS AND U.S. CITIZENS WERE FORCEFULLY TAKEN, OR IMPRESSED, INTO THE CREWS OF ANOTHER NATION'S SHIPS. THE GREAT BATTLES THAT FOLLOWED PROVED THE FIGHTING METTLE OF OUR SAILORS AND THE CUTTING EDGE OF OUR SHIP DESIGNS. THESE BATTLES ESTABLISHED BOTH FREE TRADE AND FREE NAVIGATION AS CRITICAL NATIONAL INTERESTS OF OUR COUNTRY, INTERESTS THAT ENDURE TO THIS DAY. THE WARRIOR CHARACTERISTICS OF CUNNING AND BOLDNESS EXHIBITED IN 1812 INSPIRE OUR SAILORS OF TODAY'S NAVY AS THEY CONTINUE TO SERVE AROUND THE WORLD. THE WAR OF 1812 SERVED AS A CRITICAL TURNING POINT FOR OUR NAVY. ON THIS BIRTHDAY OF OUR NAVY, WE HAVE THE HONOR TO SERVE IN THE GREATEST MARITIME FIGHTING FORCE THE WORLD HAS EVER SEEN, BUT WE DO SO WITH HUMILITY, CONTINUING TO BUILD UPON THE FRAMEWORK THOSE FIGHTING SAILORS FORGED BEFORE US. HISTORY TEACHES US THAT WITH GREAT POWER COMES GREAT RESPONSIBILITY. FROM THE GREAT CAPTAINS AND CREWS WHO FOUGHT SINGLE SHIP ACTIONS IN 1812 TO THE COMMERCE RAIDERS OF THE CIVIL WAR; FROM THE CONVOYS OF WORLD WAR I TO THE MAJOR FLEET ACTIONS AT CORAL SEA AND MIDWAY; FROM THE BLOCKADE OF CUBA IN OCTOBER OF 1962 TO THE RIVERINE OPERATIONS ON THE TIGRESS AND THE EUPHRATES, OUR NAVY HAS BOLDLY AND PROUDLY PUT OUR SHOULDER TO THE WHEEL. WE HAVE CHAMPIONED PEACE AND WE CONTINUE TO SHIELD THE REPUBLIC. HERE IS TO YEARS OF PROUD NAVAL HERITAGE, AND MANY MORE!”

**MC:** “The single bell (ceremonial ninth), TRADITIONALLY used to signal THE START OF A new watch, represents the start of a new year, our .”

1. *Bell*
2. **ANCHORS AWEIGH**

*Stand, Navy, out to sea, Fight our battle cry;
We'll never change our course,*

*So vicious foe steer shy-y-y-y.
Roll out the TNT, Anchors Aweigh.*

*Sail on to victory and sink their bones to*

*Davy Jones, hooray!*

 *Anchors Aweigh, my boys, Anchors Aweigh.
Farewell to foreign shores,*

*we sail at break of day-ay-ay-ay.
Through our last night on shore,*

*drink to the foam, Until we meet once more.*

*Here's wishing you a happy voyage home*

*Blue of the mighty deep Gold of*

*God’s great son*

*Let these colors be till all of time*

*Done, done, done, done.*

*On the seven seas we learn Navy’s stern call:*

*Faith, courage, service true,*

*With honor, over honor, over all*

**MC:** “LADIES AND GENTLEMEN, PLEASE BE SEATED”

1. **CAKE CUTTING CEREMONY**

**MC:** “THE SENIOR OFFICER AND THE YOUNGEST SAILOR PRESENT WILL NOW CUT THE FIRST PIECE OF BIRTHDAY CAKE”

**MC:** “THE youngest sailor is *NAME. NAME* was born *date* and joined the navy on *date (*and is currently assigned to *Command)*”

**MC: (**“THE FIRST piece OF CAKE IS PRESENTED TO OUR GUEST OF HONOR”)

1. **CLOSING NARRATION**

**MC:** “LADIES AND GENTLEMAN, THIS CONCLUDES OUR CEREMONY. THANK YOU FOR ATTENDING THIS YEAR’S BIRTHDAY CELEBRATION”

**MC: (**“PLEASE COME UP FOR A PIECE OF CAKE”)