

## DINNER AND MUSIC

### AFTER DINNER

(Note: At prearranged signal from SM, the FS rings bell 7 times.)

(Standing) "SERGEANT MAJOR, MAY I PROCEED?"

SM: "YES, FIRST SERGEANT, YOU MAY PROCEED."

FS: "DUTY SERGEANT, ARE YOU READY?"

DS: (Standing) "YES SIR, I AM READY."

FS: "SERGEANT AT ARMS."

SA takes position and salutes.

SM: (Standing) Raps gavel 3 times. "THIS CEREMONY IS CALLED TO ORDER. THE CHAIR IS PROUD TO RECOGNIZE IN ATTENDANCE THIS EVENING OUR DISTINGUISHED GUESTS (by rank and position)."

FS: "DUTY SERGEANT."

DS: "YES SIR."

FS: "PLEASE STATE THE PURPOSE FOR THIS OCCASION."

DS: "FS AND HONORED GUESTS, THE PURPOSE OF THIS OCCASION IS TO HONOR (name of honoree)."

FS: "DO YOU HAVE THE RECORD?"

DS: "YES SIR, I DO."

FS: "VERY WELL, PLEASE PROCEED."

DS: Reads biographical synopsis, etc.

FS: "DUTY SERGEANT, YOU WISH TO MAKE A PROCLAMATION?"

DS: "YES SIR, I DO."

FS: "PLEASE READ THE PROCLAMATION."

DS: "SERGEANT AT ARMS." (At this point the Sergeant at Arms goes to the Duty Sergeant and gets the proclamation and returns to the center.) When the Sergeant at Arms is in place, the DS reads the proclamation.

FS: "SERGEANT AT ARMS, MAKE THE PRESENTATION."

Note: Sergeant At Arms makes the presentation and returns to the center.

FS: "I AM HAPPY TO ANNOUNCE THAT THE NONCOMMISSIONED OFFICERS OF THE (organization and base) HAVE ELECTED TO BESTOW THEIR HIGHEST AWARD TO (name of honoree) AND OFFER CONGRATULATIONS TO THE NEWEST MEMBER IN THE ORDER OF THE SWORD."

FS: "SERGEANT AT ARMS."

Note: At this point the Sergeant at Arms goes to the FS and gets the Order of the Sword citation and returns to the center. When the Sergeant at Arms is in place, the DS reads the Order of the Sword citation.

FS: "SERGEANT AT ARMS, MAKE THE PRESENTATION."

Note: Sergeant At Arms makes the presentation and returns to the center.

FS: "DUTY SERGEANT, IS THERE AN AWARD TO ACCOMPANY THE CITATION?"

DS: "YES SIR, THERE IS."

FS: "SERGEANT AT ARMS." (At this point the Sergeant At Arms goes to the DS and gets the Order of the Sword plaque and returns to the center.)

FS: "SERGEANT AT ARMS, MAKE THE PRESENTATION."

Note: Sergeant At Arms makes the presentation and returns to the center.

FS: "SERGEANT AT ARMS." (At this point the Sergeant At Arms goes to the DS and returns to the center.)

When the Sergeant At Arms is in place, the DS says the following:

DS: "(Name of honoree) ENCLOSED HEREIN ARE INSIGNIAS OR RANK-RATE INSIGNIAS AND SERVICE RIBBONS. IT IS INSCRIBED (name of honoree and date) WITH HIGHEST ESTEEM, FROM THE NONCOMMISSIONED OFFICERS OF (organization and base)."

FS: "SERGEANT AT ARMS, MAKE THE PRESENTATION."

Note: Sergeant At Arms makes the presentation and returns to the center.

SM: "FIRST SERGEANT, ARE THERE ANY FURTHER PRESENTATIONS TO MAKE?"

FS: "YES SIR, THERE ARE."

FS: "SERGEANT AT ARMS." (At this point the Sergeant At Arms goes to the FS and gets the cushion with the personal memento and returns to the center.)

FS: "(Name of honoree) ON BEHALF OF ALL THE NONCOMMIS-  
SIONED OFFICERS AT (organization) I AM PROUD TO PRESENT  
YOU THIS PERSONAL MEMENTO."

DS: "SERGEANT AT ARMS, MAKE THE PRESENTATION."

Note: Sergeant at Arms makes the presentation and returns to the  
center. If there are other presentations they are made at this time  
following the preceding procedure.

FS: "SERGEANT AT ARMS, YOU ARE RELIEVED."

At this point, after saluting with the sword, Sergeant at Arms returns  
to his seat.

FS: "DUTY SERGEANT, A TOAST."

DS: "GENTLEMEN, A TOAST TO OUR COMMANDER-IN-CHIEF,  
THE PRESIDENT OF THE UNITED STATES, (full name)."

All present will reply: "TO THE PRESIDENT."

FS: "DUTY SERGEANT, A TOAST."

DS: "GENTLEMEN, A TOAST TO OUR CHIEF OF STAFF, GENERAL  
(full name)."

All present will reply: "TO THE CHIEF OF STAFF."

FS: "DUTY SERGEANT, A TOAST."

DS: "GENTLEMEN, A TOAST TO THE COMMANDER, MILITARY  
AIRLIFT COMMAND, GENERAL (full name)."

All present will reply: "TO THE COMMANDER."

FS: "DUTY SERGEANT, A TOAST."

DS: "GENTLEMEN, A TOAST TO (name of honoree) AN AIRMAN AMONG AIRMEN."

All present will reply: "HEAR, HEAR."

Note: Drink the toast and only those at the head table break the glasses.

FS: (Note: At this time, the FS will ask each guest at the head table to say a few words, starting with the lowest rank first.)

SAMPLE: "GENERAL JOHN H. DOE, DO YOU DESIRE TO ADDRESS THIS MEETING?"

FS: "(Honoree, rank and name), MAY WE HAVE A FEW WORDS PLEASE?"

Note: After honoree finishes....

FS: "DUTY SERGEANT, HAVE YOU FINISHED?"

DS: "YES, FIRST SERGEANT, I HAVE FINISHED."

FS: (Standing)--Raps the gavel 3 times.

FS: "GENTLEMEN, THIS ORDER OF THE SWORD CEREMONY IS TERMINATED."

#### RETRIEVING THE COLORS

After the dinner has been officially closed by the First Sergeant, the Sergeant Major commands: "COLOR GUARD COMMANDER." The CGC moves from his place at the dinner table to his original position centered on the head table. Salutes are exchanged between Sergeant

Major and CGC only. SM: "RETRIEVE THE COLORS, CGC."

The CGC faces about. Band faces about. Band starts playing when CGC faces about. No command is given.

The drums start the drum cadence and the band sections and the color details enter from both sides and take their places. The drum beat stops when all persons are in position. As the color detail enters, the CGC faces about and remains at attention. All dinner guests rise and stand behind their chairs on the first beat of the music. All movements are executed by drum rolls--no verbal commands are given.

Drum Roll #1 - Color guards come to Present Arms.

Drum Roll #2 - All color bearers bend over and grasp the flag staffs.

Drum Roll #3 - Color bearers straighten up and lift the colors out of the color stand and place them in their harness.

Drum Roll #4 - Color guards come to Right Shoulder Arms.

Drum Roll #5 - National, Air Force, Wing and Squadron color bearers take on step to rear. National color bearers stand fast!

Marching drum beat starts and all color bearers move out exactly the same way as they did after the initial posting of the colors prior to the dinner.

Note: The Squadron guidons that were placed behind each commander will not be retrieved.

When the band sections clear the ballroom, the drum beat stops.

The Sergeant Major instructs the CGC: "WELL DONE, COLOR GUARD COMMANDER."

Salutes are exchanged between the SM and the CGC. The CGC faces about and moves to his assigned place at the dinner table.

When the CGC is in his assigned place at the dinner table, the drum beat commences and the chorus led by the trumpets and drums enters the ballroom singing the honoree's favorite song and moves to a position in front and facing the head table. The trumpets and drums will take a position behind the chorus.

The band leader simultaneously moves to his position centered in front of the head table as the band enters.

When the chorus is in position they sing "THE AIR FORCE SONG."

At the conclusion of the Air Force Song the chorus renders: "BATTLE HYMN OF THE REPUBLIC" accompanied by trumpets and drums. Other selections are optional.

The chorus sings AULD LANG SYNE. When the chorus starts the second verse of AULD LANG SYNE, they march out singing--this must be timed so that the sound diminishes and is just faintly heard as the song ends.

At this time, the Sergeant Major will address the honoree with the statement: "MAY I PRESENT YOUR NONCOMMISSIONED OFFICERS TO YOU SIR." The honoree is then escorted by the Sergeant Major to

a convenient area at the front of the head table where the Unit Order of the Sword Committee will have formed on the First Sergeant with the Color Guard Commander last in line. The Sergeant Major will then present the Unit Order of the Sword Committee to the honoree after which the Sergeant At Arms will then escort the honoree and entourage through the tables in a manner permitting all guests to meet the honoree. The Sergeant At Arms will issue appropriate commands to assure attention when the honoree passes and "at ease" as appropriate. After all guests have been greeted, the Sergeant At Arms will escort the entourage back to the head table. Upon return to the head table, the Sergeant Major will request all personnel take their seats. At this time, the Sergeant Major will present the scroll and make appropriate closing remarks.

10. PUBLICITY: Order of the Sword ceremonies are considered to be of news interest primarily to the internal MAC audience. Public news releases, if made, should concern only the facts of the presentation, the nature of the award, and biographical data on the recipient. When an Order of the Sword ceremony has been scheduled, the sponsoring group should notify the local base Information Officer so that he may arrange appropriate coverage, including black-and-white photography for the base newspaper; materials should be forwarded to HQ MAC (MAFOII) for possible publication in the MAC News Service.

If the Order of the Sword ceremony is taped and filmed a copy will be forwarded to HQ MAC (MACCM) for permanent file.