

EVENT: Memorial Day Wreath-Laying Ceremony

DATE: Monday, 25 May 2009

TIME: 0900 Hours

PLACE: Air Force Memorial

SEQUENCE OF EVENTS

PRE-CEREMONY

Arrival of Flag Volunteers, 0700

Lindquist Briefs Flag Volunteers, 0705

Arrival of Escort/Usher Volunteers, 0730

Lindquist Briefs Escort/Usher Volunteers, 0735

Arrival of Narrator, 0745

Lindquist Briefs Narrator, 0750

Arrival of Participants (Minus Official Party), 0800

Lindquist Conducts Walk-thru for Ceremony Participants (Minus Official Party), 0810

Escorts for Official Party & Guests In-place, 0810

Ushers In-place, 0810

Arrival of Official Party & Guests, 0815-0830

Narrator Checks Official Party & Guests to Confirm Script Introductions, 0830

Lindquist Briefs Official Party & Guests, 0840

Narrator, Vocalist, Drummer, Bugler, Color Team, Wreath Bearer In-place, 0850

Guests & Official Part Depart Briefing Area, 0850-0855

Protocol Statement, 0855

OPENING NARRATION/ARRIVAL OF OFFICIAL PARTY

Provided by Narrator, TSgt Anitra Mostacero

POSTING OF COLORS

Executed by the USAF Honor Guard Color Team

NATIONAL ANTHEM

Sung by USAF Band Vocalist

INVOCATION

Delivered by Chaplain (Captain) Brian Swain, Arlington National Cemetery Chaplain

WELCOME & SPEAKER INTRODUCTIONS:

Provided by Narrator

REMARKS:

*Mr. Michael Carton, President, Air Force Sergeants Association
Mr. James Lauducci, Vice Chairman for Field Operations, Air Force Association*

KEYNOTE SPEAKER:

Chief Master Sergeant of the Air Force Rodney J. McKinley

INDIVIDUAL AND ORGANIZATIONAL WREATH-LAYINGS:

Laid in memory by individual family and organizational members

“UNITED STATES AIR FORCE MEMORIAL”

Poem Reading by Pete Lindquist, Managing Director, Air Force Memorial Foundation

USAF & HERITAGE ORGANIZATIONS WREATH-LAYING

*Ceremonial Wreath laid in memory of the Men & Women by CMSAF McKinley and
Messrs. Carton & Lauducci*

MUFFLED RUFFLES/TAPS

Executed by USAF Band Drummer & Bugler

DEPARTURE OF OFFICIAL PARTY/CLOSING NARRATION

Provided by Narrator

SCRIPT FOLLOWS:

PRE-CEREMONY PROTOCOL STATEMENT

0855Hours, Read Protocol Statement

**Narrator "LADIES AND GENTLEMEN, WELCOME TO THIS MORNING'S
CEREMONY. 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. WE REQUEST CELLULAR PHONES AND PAGERS BE TURNED OFF AT THIS TIME. THE CEREMONY WILL BEGIN SHORTLY, THANK YOU."

0850 – 0855 Hours, Escorts Leads Official Party to Seating Area

OPENING NARRATION/ARRIVAL OF OFFICIAL PARTY

Start Narration @ 0900 Hours and When the Official Party is at/in their Seats

Narrator "GOOD MORNING LADIES AND GENTLEMEN, PLEASE BE SEATED. I AM TSGT ANTRA MOSTACERO, OF HEADQUARTERS AIR FORCE MEDICAL SERVICES STATIONED LOCALLY HERE IN THE NATIONAL CAPITAL REGION. WE ARE HONORED TODAY TO HAVE WITH US IN OUR OFFICIAL PARTY THE CHIEF MASTER SERGEANT OF THE AIR FORCE RODNEY J. MCKINLEY & HIS WIFE PAULA; MR. MICHAEL CARTON, PRESIDENT OF THE AIR FORCE SERGEANTS ASSOCIATION & HIS WIFE ROSEMARY; MR. JAMES LAUDUCCI [LA DO SHE], VICE CHAIRMAN FOR FIELD OPERATIONS FOR THE AIR FORCE ASSOCIATION & HIS WIFE MARIE AND CHAPLAIN (CAPTAIN) BRIAN SWAIN FROM ARLINGTON NATIONAL CEMETERY & HIS WIFE AND THREE CHILDREN.

WE ARE ADDITIONALLY HONORED BY THE PRESENCE OF GENERAL (RETIRED) LAWRENCE SKANTZE [SCANTZ]; MRS. CAROL CREECH; MAJOR GENERAL RALPH JODICE [JOE DISH] THE COMMANDER OF AIR FORCE DISTRICT OF WASHINGTON & HIS WIFE JUDY; MRS. BEVERLY ROUGE [ROO GE]; MAJOR GENERAL JAMES & MRS. KOWALSKI [CO WALL SKI]; BRIGIDIER GENERAL WENDY MASIELLO [MAW SEE ELL O] AND BRIGIDIER GENERAL MAJALI [MAW ZAL LEE] OF JORDAN.

WE EXTEND A SPECIAL WELCOME AND APPRECIATION TO ALL OF YOU GATHER HERE THIS MORNING TO REMEMBER AMERICA'S FALLEN AIRMEN.

THE AIR FORCE SERGEANTS ASSOCIATION AND THE AIR FORCE ASSOCIATION, THE ORGANIZATIONS HOSTING TODAY'S MEMORIAL DAY WREATH-LAYING CEREMONY HERE AT THE AIR FORCE MEMORIAL, ALSO THANK AND ACKNOWLEDGE THE PROFESSIONALISM OF AND THE TIME GIVEN BY THE FOLLOWING CEREMONY PARTICIPANTS: THE UNITED STATES AIR FORCE HONOR GUARD; THE UNITED STATES AIR FORCE BAND; VOLUNTEERS FROM AFSA

CHAPTER 300, BOLLING AFB; THE STAFFS OF BOTH THE AIR FORCE SERGEANTS ASSOCIATION AND AIR FORCE ASSOCIATION; AND, THE AIR FORCE MEMORIAL STAFF AND VOLUNTEERS.”

POSTING OF COLORS & NATIONAL ANTHEM

Narrator “LADIES AND GENTLEMEN, WE NOW HONOR AMERICA WITH THE PRESENTATION OF THE COLORS AND THE SINGING OF OUR NATIONAL ANTHEM.”

Color Team positions within the spires & AF Band Soloist proceeds to podium. Soloist begins singing after Color Team has repositioned beneath the spires & the command “Present Arms” has been given.

After completion of National Anthem: 1) Soloist returns to seat, 2) Color Team posts flags and departs the spire area and 3) Narrator returns to podium.

Narrator delays introduction of Chaplain until Color Team departs spire area.

INVOCATION

Narrator “THE INVOCATION WILL BE DELIVERED BY CHAPLAIN (CAPTAIN) BRIAN SWAIN, ARLINGTON NATIONAL CEMETERY CHAPLAIN.”

Chaplain Swain proceeds to podium, provides invocation, & returns to his seat.

Narrator returns to the podium.

WELCOME:

Narrator "LADIES AND GENTLEMEN, PLEASE BE SEATED AND WELCOME TO THIS MORNING'S CEREMONY. WE THANK ALL OF YOU FOR TAKING TIME ON THIS VERY SPECIAL DAY TO

REMEMBER AND PAY RESPECT TO YOUR COUNTRY’S AIRMEN WHO DIED IN MILITARY SERVICE TO THE UNITED STATES OF AMERICA.”

SPEAKER INTRODUCTIONS:

Narrator “THE THREE INDIVIDUALS HONORING AMERICA’S AIRMEN BY LAYING TODAY’S CEREMONIAL WREATH HAVE SOME PERSONAL THOUGHTS TO SHARE WITH US. FIRST REPRESENTING THE AIR FORCE SERGEANTS ASSOCIATION IS THEIR NATIONAL PRESIDENT, MR. MICHAEL CARTON.”

*Mr. Carton proceeds to podium, makes remarks, & returns to his seat.
Narrator returns to the podium.*

Narrator “LADIES AND GENTLEMEN, REPRESENTING THE AIR FORCE ASSOCIATION IS THEIR VICE CHAIRMAN FOR FIELD OPERATIONS, MR. JAMES LAUDUCCI [LA DO SHE].”

*Mr. Lauducci proceeds to podium, makes remarks, & returns to his seat.
Narrator returns to the podium.*

Narrator “LADIES AND GENTLEMEN, OUR KEYNOTE SPEAKER, THE CHIEF MASTER SERGEANT OF THE AIR FORCE RODNEY J. MCKINLEY.”

*CMSAF McKinley proceeds to podium, makes remarks, & returns to his seat.
Narrator returns to the podium.*

THANK YOU TO SPEAKERS:

Narrator “TO ALL OF OUR SPEAKERS PLEASE ACCEPT OUR APPRECIATION FOR BEING WITH US THIS MORNING AND

**MOST IMPORTANTLY FOR YOUR EXTREMELY APPLICABLE
AND POIGNANT COMMENTS.”**

INDIVIDUAL AND ORGANIZATIONAL WREATH-LAYINGS:

**Narrator “AT THIS TIME WOULD THE INDIVIDUALS OR
ORGANIZATIONS HAVING A WREATH TO LAY IN MEMORY OF
A LOVED ONE, FRIEND OR ORGANIZATION PLEASE PROCEED
TO THE REAR OF THE SEATING AREA AND FORM A LINE. OUR
MEMORIAL VOLUNTEERS WILL HELP YOU GET ORGANIZED
AND THEN THEY WILL ESCORT YOU INDIVIDUALLY TO THE
AREA BENEATH THE SPIRES TO LAY YOUR WREATH. IF YOU
HAVE NOT ALREADY GIVEN US YOUR WREATH INFO PLEASE
PROVIDE IT TO OUR VOLUNTEERS ONCE YOU ARE IN LINE.”**

Volunteers form individuals into a single line with Mrs. Lindquist being the first in line. Volunteers will fill-out an info card for each individual and bring them to narrator at the podium. (The narrator already has cards for Mrs. Lindquist & AF Security Forces Assn. Eagle Chapter)

Volunteers will escort individuals beginning with Mrs. Lindquist to the area around the wreath stand and set the wreaths to the left and right of the stand leaving room for the later movement of the Honor Guard wreath bearer (WB) and the three individuals laying the AF & Heritage Organizations Wreath

Narrator will read the wreath info on each individual as they move forward and lay the wreath, i.e., “Jan Lindquist is laying a wreath in memory of her uncle Sgt Welcome L. Talbot & his 341st Bomb Sqdn & 97 Bomb Gp comrades” and “the second wreath is being laid in memory of the men & women of the Air Force Security Forces by Eagle Chapter, AF Security Forces Association.”

Narrator continues reading any additional cards. Once all the individual/organizational wreaths are laid the narrator continues with the introduction of Mr. Lindquist.

“UNITED STATES AIR FORCE MEMORIAL”

Narrator “BEFORE WE LAY THE FORMAL CEREMONIAL WREATH ON THIS 2009 MEMORIAL DAY, MR. PETE LINDQUIST, MANAGING DIRECTOR OF THE AIR FORCE MEMORIAL FOUNDATION WILL SHARE WITH US A READING OF THE POEM ENTITLED ‘UNITED STATES AIR FORCE MEMORIAL’. MR. LINDQUIST.”

*Lindquist proceeds to the podium reads the poem then returns to his seat.
Narrator returns to the podium and at this point an escort will guide Wreath-laying Party (Carton, Lauducci & McKinley) to their designated spots beneath the spires for the official Wreath-laying Ceremony.*

WREATH-LAYING CEREMONY

Narrator “THE CEREMONY YOU ARE ABOUT TO WITNESS IS AN AIR FORCE WREATH CEREMONY. THE WREATH WILL BE PLACED BY TODAY’S SPEAKERS: CHIEF MCKINLEY AND MESSRS. CARTON AND LAUDUCCI [LA DO SHE]. THE WREATH IS BEING LAID IN MEMORY AND IN HONOR OF ALL THE MEN AND WOMEN OF THE UNITED STATES AIR FORCE AND ITS HERITAGE ORGANIZATIONS. IN KEEPING WITH THE CONDUCT OF THIS CEREMONY, IT IS OUR DESIRE TO MAINTAIN AN ATMOSPHERE OF DIGNITY AND RESPECT. IT IS REQUESTED THAT EVERYONE REMAIN SILENT AND STANDING! IT IS APPROPRIATE FOR MILITARY MEMBERS IN UNIFORM TO RENDER THE HAND SALUTE ON THE FIRST NOTE OF MUFFLED RUFFLES AND TAPS. IT IS ALSO APPROPRIATE

**FOR OUR CIVILIANS TO PLACE THEIR RIGHT HAND OVER
THEIR HEART. THANK YOU.”**

After Wreath-laying Party is in place & the narration is complete the Wreath Bearer (WB) proceeds to a position three paces in front of and facing Wreath-laying Party.

WB presents wreath to CMSAF McKinley and Messrs. Carton & Lauducci. CMSAF McKinley (center), Mr. Carton (right of McKinley) and Mr. Lauducci (left of McKinley) lay their hands on the wreath and assist in placing the wreath on the stand.

CMSAF McKinley and Messrs. Carton & Lauducci then return to their previous positions.

The WB returns to his predetermined position.

Narrator “PRESENT ARMS.”

Narrator gives this cue after wreath is on the stand and Wreath-laying party has returned to their starting positions.

MUFFLED RUFFLES/TAPS

Drummer plays “Muffled Ruffles” on cue.

Bugler play “TAPS”

Official Party renders salutes/hands over heart on the first beat of the drum and drop salutes/hands on the last note of the bugle

Narrator “ORDER ARMS.”

Narrator gives this cue after last note of TAPS.

An Escort Guides Official Party, wives & guests down “Runway to Glory” Walkway to area near South Donor Pylon for thanks & final good byes from Lindquist prior to departure.

DEPARTURE OF OFFICIAL PARTY/CLOSING NARRATION

As the Official Party Departs

**Narrator “THIS CONCLUDES TODAY’S CEREMONY. WE THANK YOU ALL
FOR ATTENDING AND HOPE TO SEE YOU BACK HERE NEXT
YEAR FOR THIS ANNUAL REMEMBRANCE TO THOSE THAT
GAVE THEIR LIVES IN SERVICE TO OUR GREAT COUNTRY.**

YOU ARE REMINDED OF OTHER MEMORIAL EVENTS OCCURING TODAY. THE PRESIDENTIAL WREATH-LAYING CEREMONY AT ARLINGTON CEMETERY STARTS AT 11 AM AND THE NATIONAL MEMORIAL DAY PARADE IN DOWNTOWN D.C. BEGINS AT 2 PM. ALSO, PLEASE REMEMBER TO PAUSE TODAY AT 3 PM FOR THE NATIONAL MOMENT OF REMEMBRANCE. THIS MOMENT IS AN ACT OF NATIONAL UNITY TO HONOR AMERICA'S FALLEN. THIS MOMENT OR MINUTE OF PARTICPATING IN AN ACTIVITY APPROPRIATE TO HONOR OUR FALLEN VETERANS IS ANOTHER OPPORTUNITY FOR ALL AMERICANS TO COMMEMORATE THE TRUE MEANING OF MEMORIAL DAY.

AGAIN, THANK YOU FOR ATTENDING TODAY'S SPECIAL REMEMBRANCE."