

NOTES: (1) Experience has shown that it is essential that the persons who will receive the flag from the main speaker rehearse carefully the handling and displaying of the flag.

(2) The pin presentation at the ceremony is only a "token" presentation. Complete distribution of pins should take place through regular plant channels as quickly as possible after the ceremony. This should be announced by the Navy speaker.

(3) If printed programs are provided for the ceremony, they should be inexpensive and simple. Names of the invited honored guests should not be included, and the list of company employees must not be published for reasons of plant security.

(4) No scrapbook covering the ceremony is requested or desired by the War Department.