

5. OFFICIAL CEREMONY PROGRAM

Music by a band previous to the ceremony

- I. Ceremony is begun by the Master of Ceremonies asking everyone to rise and sing one stanza of "America" which is played by the band. 2 min.
- II. Master of Ceremonies makes brief remarks concerning the company, its employees, and significance of the Award. 2 min.
- III. The Master of Ceremonies introduces the main Army or Navy speaker. 1 min.
- IV. Army speaker gives address, then presents the Award flag to the president of the company or his representative and to the representative of the employees. 5 min.
- V. The Award flag is held extended for a moment by the latter two so the spectators may see it, then handed to the waiting color guard which will hoist it on the flag pole to music by the band. 3 min.
- VI. The Master of Ceremonies introduces the president of the company, who accepts the Award. 3 min.
- VII. Naval officer reads citation and presents pins to the representative of the employees and to the president of the company or his representative.* 3 min.
- VIII. The Master of Ceremonies introduces the representative of the employees, who accepts the Award. 3 min.
- IX. The Master of Ceremonies announces the playing of "The Star Spangled Banner". 2 min.

24 min.

The band plays while the spectators leave.

*Participation of a wounded soldier to make the token pin presentation is desirable, whenever one is available. If this procedure is followed, the Naval officer first reads the citation, then introduces the soldier who gives the pins to the representatives. Arrangements for the wounded soldier will be made by the public relations officer.