

3. SPEAKERS AND GUESTS

A Master of Ceremonies should be selected to conduct the program. It is essential that he be able to speak well and to conduct the program effectively and on schedule.

It is desirable that the families of men and women employed in the plant be invited to the ceremony, provided this does not conflict with Plant Security Rules.

Army and Navy Officers will be present at the ceremony, and one of them will present the Award. They will come as representatives of the Under Secretary of War and the Under Secretary of the Navy, and will be designated by the War and Navy Departments.

In the interest of conserving the nation's strained transportation facilities, it is urged, at the request of the Office of Defense Transportation, that the number of out-of-town company officials and guests be held to an absolute minimum.