1. PLACE AND TIME OF CEREMONY

The place you choose for the ceremony will depend upon the number of people who may be expected to attend. The ceremony may be held indoors or out-of-doors, but should be on company property or an adjacent site so that time is not lost in going and coming.

If you plan to hold the ceremony out-of-doors, be sure to have a substitute indoor place easily accessible in case of bad weather.

The ceremony should be timed so that a maximum number of employees can attend, with minimum interference with production. The best time is usually at a change of shifts.

It is possible that you may be able to secure an Army or Mavy Color Guard from a nearby post or extablishment. If unable to secure such a Color Guard, you may use a uniformed color guard

from some local organization, or one organized within your plant.

The set littles for a public address system should be set up

if the size of the ceremony warrants such arrangements.

MOTES The American flag shall not be displayed in any way until the formal presentation is made. For instructions on how to fly the formal presentation to suct suitable flagstaffs, see Appendix at back

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