

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.