



Handy Andy's Guide to Fort Jackson Livin'
Protocol and Etiquette Smart Book for Spouses



President and Mrs. Andrew Jackson

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**We wish to thank two very involved women,
whom have served side by side
at Fort Jackson, from 2010-2012
Mrs. Kim Milano and Mrs. Leslie Love.**

**Both were at the fore front of making this guide possible and
have donated their time and first-hand knowledge for other
Spouses to reference and enjoy. We appreciate all of the
hard work they put into this guide.**

**We would also like to thank
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Executive Services Officer and the Executive Services Staff for
providing information on Fort Jackson and Army Protocol
Services.**

I. WELCOME

Military Spouses attend a variety of social and unique military functions. Knowing general etiquette rules and military protocol makes it easier to relax and enjoy those functions. This guidebook is designed to be a reference for you during your stay at Fort Jackson.

It provides general information and is *not a formal guideline*. Basic good manners and common courtesies serve you well in all aspects of life. They make people feel at ease with you, with themselves, and with the situation.

There are many references available concerning military traditions and social customs for Spouses who want to refresh their knowledge on this subject. As a military Spouse, you can set the tone for your unit and it is helpful to have a clear working knowledge of Fort Jackson military traditions and current social customs. You may be called upon to make personal decisions that are based on this information. Do your best to respond to questions, and do not hesitate to find out what is correct if you are uncertain. Other Spouses may be looking at you as the example!

When in doubt, usually you take your cue from the next senior Spouse. They may not always be right, but at least you will be in good company!

II. INTRODUCTION

A. Etiquette and Protocol Defined

Etiquette is defined as “the forms required by good breeding, social conventions, or prescribed by authority, to be observed in social or official life; the rules of decorum.” Basically etiquette means good manners in our daily life. In our case, it means knowing what attire to wear to what function, how to send invitations, and what to bring for our host and/or hostess.

Good etiquette means the way you treat people and the amount of respect you give someone, no matter their rank or standing in life. Treat people the way you would want to be treated.

B. What is Military Etiquette?

Military Etiquette is the everyday good manners along with the customs, courtesies, and traditions of the Armed Forces.

C. What is Protocol?

Protocol is the strict form of etiquette and diplomatic courtesy, customs of service (system of accepted social patterns and traditions accepted by the military) and common courtesies (the traits of kindness, friendliness, thoughtfulness and consideration of others) to create order. They let us know what to expect in a given situation that we may find ourselves in.

D. The Fort Jackson Executive Services Office (ESO), also known informally as the Protocol Office

Mission

The Headquarters, United States Army Training Center and Fort Jackson Executive Services Office advises the Command Group on all matters of protocol and etiquette; makes arrangements for visits by dignitaries to the installation, and assists in the planning and preparation of official command functions for the U.S. Army Basic Combat Training Center. This office is located in the headquarters building and should only be contacted in the event you have questions regarding the following:

Responsibilities

Protocol List: ESO is responsible for updating and maintaining the Commanding General's Master Protocol List of National, State, and Local Dignitaries. ESO also updates and maintains the On-Post Protocol List consisting of Battalion Level and above Commanders, Commandants, Directors, and their Respective Command Sergeants Majors.

Lodging: ESO arranges lodging in Distinguished Guest Quarters for visiting dignitaries to Fort Jackson in the grades of E9, GS14, and O5 and above. Lodging arrangements are also made through Executive Services for the above grades during Permanent Change of Station (PCS) moves.

Distinguished Visitors: ESO is responsible for the planning and coordination of Distinguished Visitors to Fort Jackson to include, but not limited to:

1. Lodging arrangements
2. Coordinating escort officer and driver support
3. Coordinating transportation
4. Coordinating breakfast, lunch and dinner, as necessary
5. Coordinating training visits through G3
6. Coordinating office calls, as necessary

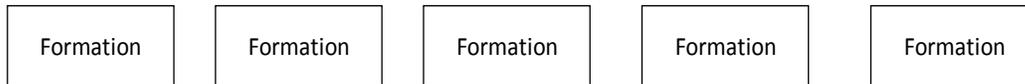
Events: ESO is responsible for the planning and execution of social functions and official events hosted by the Commanding General and the Chief of Staff, to include, but not limited to:

1. Prepare and mail invitations
2. Print and maintain RSVP list and responses
3. Collect monies, as necessary
4. Prepare nametags and proper seating arrangements
5. Coordinate and arrange for support as needed, i.e., logistics, MP, PAO, MWR

Flags: Executive Services is responsible for the maintenance, upkeep, issuance, and proper display of the Standard Army Flag Line (SAFL) to include the National Flag, SC State Flag, and Army Flag with Streamers, Post Flag and General Officer Flags. Keep in mind that ESO is only responsible for the set up and return of the flags when the event is an official Commanding General Event. If your agency needs to use the flags for an event the CG is attending, your agency is responsible for reserving, pick up and return of the Flags.

Executive Services/Protocol Office Seating for Ceremonies/Changes of Command

Seating for Ceremonies/Change of Command



Reviewing Stand

O6 CDRS/CMDTS W/SPOUSES	OTHER FAMILY/ FRIENDS OF CMDR	COS W/ Spouse	DCO W/ Spouse	RESERVED FOR INCOMING CMDR	INCOMING IMMEDIATE FAMILY	INCOMING SPOUSE	OUTGOING SPOUSE	OUTGOING IMMEDIATE FAMILY	RESERVED FOR OUTGOING CMDR	CG W/ Spouse	PCSM W/ Spouse	SSI CG W/ Spouse	SSI CSM W/ Spouse	MOHS
				OTHER O6 CDRS/CMDTS W/SPOUSES	HOST CSM W/SPOUSE			POLITICIANS	CASAs	GOs by RANK	OTHER FAMILY AND FRIENDS OF OUTGOING CDR	O6 CDRS/CMDTS W/SPOUSES		
				O5CDRS/DIRS W/SPOUSE			O6 LEVEL CSMS W/SPOUSES	O6 LEVEL DIRS W/SPOUSES	OTHER O6s W/SPOUSES	O5 CDRS/DIRS W/SPOUSE				

Retired Officers are ranked with, but following, Active Duty Officers of the same rank.

III. FORT JACKSON FIRST IMPRESSIONS/CONVERSATIONS

A. Meeting People

Fort Jackson is in the heart of the South and with that comes hospitality. However, depending on your personality, meeting new people may be difficult and uncomfortable. Don't forget- everyone is different, but everyone responds to a smile and warm handshake. When you are meeting people for the first time, take a deep breath and enjoy the experience. Below are some hints that can make your first meeting more pleasurable and less stressful.

- Introduce yourself immediately. Even if you feel uncomfortable, make the first move so you get to know people.
- Always start by giving your own name. "Hello. I'm Betsy Hooah," you may say, extending your hand if you wish. You can also add, "I'm a friend of Judy's." If the person does not respond with other than "Hello," you may then say "And you are...?" or "And what is your name?"
- In talking to a person you have just met and about whom you know nothing, the best approach is to find a common interest. Most of the time, a military Spouse can say, "Where did you come from?" or "Do you know?" It is amazing how many common friends you really have in the military when you start talking to new people.
- Relax and listen. Most conversational errors are committed by those who talk too much. This can be the most difficult for those people who want everyone to feel at ease and get along. Practicing patience and your listening skills is crucial at an introduction.
- The practical rule for continuing a conversation is to take it one word at a time. Don't think about the entire conversation; just respond one-step-at-a-time.
- Listen carefully to your own words and pay attention to the reaction of the person you are speaking to. You must think before speaking.

While some people have a natural charm they can rely on during conversation, most of us are best served if we rely on sincerity, clarity, and an intelligent choice of conversational subject.



B. Introductions

Examples:

1. A man is always presented *to* a woman.

Men are introduced to women by stating the woman's name first.

For example, Mr. President, may I present Mrs. Jackson?

2. Older person's name first.

When two people are of the same sex, the younger adult is introduced to the older adult by stating the older person's name first.

For example, Mrs. Rachel Hooah, I would like to introduce you to my daughter, Anne Jackson.

A single person is introduced to a group.

For example, everyone, this is Jane Ranger.

3. Senior officer's name first.

Junior officers are introduced to senior officers by stating the senior officer's name first; the same for senior officer's spouse.

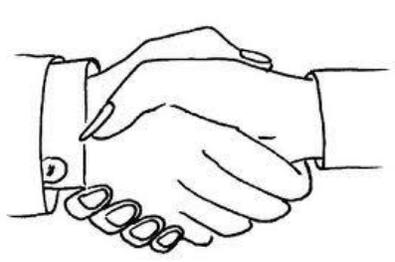
For example, General Jackson, may I introduce SFC Hooah?

If you are nervous about introducing someone and forgot names, politely ask for the person(s) to repeat their name. This is certainly not a reason to avoid conversation.

You should always address senior officers and their Spouses as LTC Smith or Mr. /Mrs. Smith until they ask you to do otherwise. If they desire that you call them by their first name, they will tell you.

***Note- Name tags are used for many occasions
and are worn on your RIGHT side.***

(Since this is the usual side with which you shake hands, it makes it easier for the person shaking hands to subtly look at your name.)



C. Name, Ranks, Forms of Address, Other Titles

We are one of the largest basic training installations in the US ARMY. We turn 45,000 to 52,000 citizens into Soldiers every year. With this accomplishment, it isn't surprising that visitors come to Fort Jackson frequently, ranging from parents to local or federal officials. Fort Jackson is also the home of the Drill Sergeant School and the Soldier Support Institute, which is responsible for the Adjutant General School, Financial Management School, and Retention School. SSI also includes the Noncommissioned Officer Academy, the 369th Adjutant Battalion, and the Training Support Battalion. The National Center for Credibility Assessment is also located on Fort Jackson. Their mission is support the DoD and federal agencies with intelligence in our fight on global terrorism.

Not only do we create Soldiers, we create chaplains and chaplains assistants for the entire military. Since we are the home of the combined Armed Forces Chaplaincy School, it is not uncommon to see personnel from the other services on post. Therefore, it is important to recognize and respect the ranks of the other services. Task Force Marshall also calls Fort Jackson home. The Task Force is designed to train navy personnel enroute to an overseas combat area as well as provide refresher courses to Army Retiree Recalls and Inactive Ready Reserve Soldiers. Below are the comprehensive rank charts for all services divided into the officer and enlisted ranks.

RANK INSIGNIA OF THE U.S. ARMED FORCES

ENLISTED

E-1 E-2 E-3 E-4 E-5 E-6 E-7 E-8 E-9 SENIOR ENLISTED ADVISORS

ARMY

no insignia											
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

MARINES

no insignia											
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMaj)MC

AIR FORCE

no insignia													
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)

NAVY

no insignia											
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Chief Petty Officer (FORMC) (FLTMC)	Command Master Chief Petty Officer (CMC)	Master Chief Petty Officer of the Navy (MCPON)

COAST GUARD

Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPO-CG)



www.army.mil/symbols

RANK INSIGNIA OF THE U.S. ARMED FORCES

OFFICERS

0-1 0-2 0-3 0-4 0-5 0-6 0-7 0-8 0-9 0-10 SPECIAL

ARMY - AIR FORCE - MARINES

Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

NAVY - COAST GUARD

Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

W-1 W-2 W-3 W-4 W-5

ARMY

Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

NAVY - COAST GUARD

Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.				NO Chief Warrant Officer (CW05)
	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	

MARINES

Warrant Officer (WO)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW05)

AIR FORCE

NO WARRANT				
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Because of the mission of Fort Jackson, it is also common to have VIP visits from the local, state, and even federal government officials. The following is how to address government officials from the federal level to the local state level.

U.S. Government Titles

In most cases, the Spouse of a government official does not share the official's title with his/her spouse (i.e., the President's Spouse is Mr./Mrs. Washington or Ms. Lincoln).

➤ **Executive Branch**

Mr./Madam President

Mr./Madame Vice President

All members of the cabinet are addressed as Mr./Madam Secretary except

Mr./Madam Attorney General

➤ **Below the rank of Secretary**, U.S. Government officials are addressed by their own name:

Mr./Madam Reynolds, not Mr./Madam Undersecretary

➤ **Judicial Branch**

Mr./Madam Chief Justice

Mr./Madam Justice

➤ **Legislative Branch**

Senate—Senator Johnson

House—Mr./Madam Speaker of the House, and Mr./Madam Williams for a state representative. The titles "Congressman" and "Congresswoman" are becoming more common in social usage, but are not, strictly speaking, correct forms of address.

State Government Titles

Governor Smith

Mayor Scott or Mr./Madam Mayor

Some extra notes on names, ranks, and titles:

1. Senior military should be called their rank and last name
2. Spouses of senior military should be addressed as "Mr./Mrs." and their last name, until they invite you to do otherwise.
3. You can call your Spouse's boss "Sir/Ma'am" along with your Soldier.
4. Introduce your children to Soldiers' using their rank and full name, as they deserve the respect that wearing a uniform gives them.

NOTES-

When very senior military members or their Spouses ask you to call them by their first names and you do it, it doesn't mean you should do it all the time.

When in formal settings together you should refer to them with their formal rank/title and last name.

IV. COMMUNICATION

In today's world, technology has given us so many ways to exchange information; it can be a bit overwhelming. But that means, you have no excuse for not receiving and learning what is happening around on Fort Jackson and Columbia.

A. Correspondence

Correspondence is defined as, communication by exchange of letters. In our society today, the art of letter writing is diminishing. There is an art to writing a letter to convey information. From the very beginning of the Army, army wives and their Soldiers have been corresponding by letters. However, as time and technology have evolved, our "letters" have turned into e-mails, texts, and instant chat. Although writing letters is not as common, the art of writing well is still highly important, no matter the form of correspondence.

Learning how to write is important for both personal and professional reasons. Whenever you put words down as a reflection of you, the other person gets a glimpse into who you really are, and this can effect someone deeply. Here are a few tips for the traditional way of correspondence and the newer ways of correspondence:

- Hand-written letters- These can be either social correspondences or professional correspondences. Social correspondences include personal notes, thank you notes, and things that deal with entertaining. Business correspondence pertains to business dealings, memorandums of record for your FRG, memorandums of record to the bank account for treasurer changes, etc.
- Emails- These can also be social or professional, as well. The true difference between emails and hand written letters, is the fact that you need to truly edit your email before you hit send. You also need to ensure that your correspondence is not in capital letters (CAPS), as that implies yelling. Try not to use text abbreviations in an email, save that for texting.

- Instant Chat/Messaging- This mode of correspondence is one of the most rapid. You can be corresponding with your Solider in Iraq or Afghanistan while at Fort Jackson and the time lapse can be seconds if not minutes, depending on the senders speed. Try to be concise and remember that your instant chat partner has chosen to take their time to talk.
- Texts-This mode of correspondence is becoming more and more popular with younger Spouses in the military. This is a great way to remind people of meetings, events, and so forth. There is a lot of text specific language. Before you jump into texting, you might want to become familiar with that “lingo” as not to offend the receiver of your texts.



NOTES-

Instant chat and texting can be an operational security risk. DO not type any information that can result in anyone else getting harmed, such as a mission operation site or that you are home alone.

Hackers, as well as Terrorists are smart and will use this information against you. BE SMART!

ALSO REMEMBER, electronic communication is forever, once you send, you cannot retrieve!

B. Business/Family Cards

Today, personal cards are replacing calling cards when a business card is too formal; however, they are not considered interchangeable with business cards. These are common and very useful as military Families move from place to place. They are a good way to exchange contact information for parents or even children.

Personal cards are also great for making connections within the Fort Jackson community as you can exchange your card with numerous people and build a reference bank in case you need help.

And remember the reason we have cards at all is so others remember who we are and how we can be reached.

C. Telephone

The telephone is another mode of information exchange that has gone through a technology revolution. It is now common to have one household where everyone has their own cell phone, a home phone, and sometimes a work phone.

No matter which kind of phone you have and chose to use, the basics of telephone etiquette are the same.

- Answer the phone with a general greeting. This allows the caller to identify themselves.
- When you call, don't forget to identify yourself and the purpose of your call.
- Also remember to ask, do you have a few minutes to talk? And if they say no, then offer to call back when convenient.
- Phone etiquette reminds us to be sensitive to the day of day that phone calls are made- it is usually not appropriate to call before 9 am and call after 9pm. This is especially important if the house has younger children. Be thoughtful of the time of day. It's helpful to let people know your time frame for answering the phone. Text messages may be sent after that. Set the expectation up front and phone calls won't dampen a relationship.
- If you call a wrong number, apologize before you hang up.

- If you offer to take a message, then take a good message, with who called, what time and the message that needs to be relayed. Also, the return number is a good item for the returnee to have.
- You may end a call by saying numerous things; most of time, being honest is the best policy. For example, letting the person you are talking to know you need to check on the kids, or start supper.

NOTE-

*As our information exchange modes become more complex,
so should our manners for each kind.*

V. INVITATIONS

A. Extending an Invitation

Invitations can be formal, informal, or casual. They may be extended by written note, email, in person, by telephone, or sent through distribution. Only the names of the people on the invitation are invited.

If your intention is to have a function that does not include children and you are concerned that those you are inviting may not realize this, it is perfectly acceptable to say so.

- If your invitation has an inner envelope, this is where you place all the people invited to attend (i.e. all the children's names are placed here). Only place the adults on the front envelope.
- It is acceptable to note that children are not invited on the invitation; i.e., "Adult Function."
- Examples may be "Book the babysitter, we're having a BBQ," or "Sorry, we cannot accommodate children at this event"

If some guests have not responded to the invitation, it is appropriate to call.

Do be kind though, there may be extenuating circumstances or they may not have received the invitation.

B. Addressing an Invitation

For coffee, tea, luncheon, brunch, reception, cocktails, buffet or seated dinner invitations (invite) should always include:

Date	Day of the week and date in main body of invitation
Time	Main body of invitation (informal invite can be written in numeral form, whereas formal invites have time written out)
Place	Main body of the invitation
Attire	Bottom right corner of the invitation; (casual, informal, semi-formal, formal, or specific dress guidelines, such as area/themed- i.e., Backyard BBQ “wear that denim!”)
RSVP	Bottom left corner of the invitation; (you can use RSVP or Regrets only)
Cost	Bottom left corner under the RSVP of the invitation (if there is a cost associated with the function)
Host/Hostess	Main body of the invitation; If a husband/wife - Informal: Bob and Carol Smith, Formal: LTC and Mrs. Robert Hooah, If unit is hosting- 407 th Forward Support Battalion
Extra notes	Lower right corner; (these include no cameras permitted, gift table for the recipients of the function, etc)

Other Important Information to know about invitations:

Always send out invitations so recipients have them 10-14 days in advance.

During the high season of military events, it is useful to give even more time. If the event is last minute or rescheduled, it is polite to follow with a phone call if an RSVP is required. Keep in mind the longer your guests have to respond, the better the attendance.

Use black ink whether professionally printed, electronic, or handwritten.

Use “Mrs.” and then full name of husband, such as Mrs. John Doe for that signifies that she is married to John Smith; using Mrs. Jane Smith can signify that her husband has passed away or she is divorced. However, it is also the contemporary way to address a married woman.

In either case, do not feel offended when you see your name used in the contemporary way, Mrs. Jane Smith, is acceptable for either a widow or a married woman.

Out of respect and courtesy, when using place cards for Gold Star Spouses, it is customary to say: Mrs. Jane Smith, Wife of CSM John Smith.

Avoid initials and abbreviations. Exceptions: Mr., Mrs., Dr., or Captain J. Paul Doe (if an initial is used in place of a first or middle name).

Write full titles, ranks, and names.

Example: Private First Class, Staff Sergeant, Master Sergeant, etc.

Dates and hours are spelled out on formal invitations with only the day and month capitalized.

Example: Thursday, the eighth of May; “seven-thirty” is correct; “half after seven” (also correct) is more formal.

Examples of invitations:

HOST/HOSTESS	
OCCASION	
DATE/TIME	
WHERE	
RSVP	Attire
Cost of Event	Extra Notes

FORMAL INVITATION

*The Commanding General
of the USAIC Fort Jackson.
Major General and Mrs. Andrew Jackson
request the pleasure of your company
at Reception in honor of
the Holiday Season
on Saturday, the third of December
at five o'clock in the afternoon
at the Officer's Club
Fort Jackson , SC*

R.S.V.P NLT 1 June

(111)111-1

email: CPT Hooah@us.army.mil

Formal

INFORMAL INVITATION

The 193RD Infantry Brigade invites you
to join us for the Army's 233rd
birthday celebration!

Who: 193rd Infantry Brigade

What: Army's 233rd Birthday Celebration

Where: (location)

When: (date and time)

We are excited to see you there!

Cake, Concessions, and Beverages will be available.

R.S.V.P. by date

POC: 1LT Name at 111.1111

Email: john.hooah@us.army.mil

Attire: Civilian-Business Casual

Military-Duty Uniform

FORMS OF ADDRESS

Official Invitation:

The military member being invited in an official capacity is listed first:

Major Mary Jane Doe and Colonel John Doe
or

Major Mary Jane Doe
and Colonel John Doe

Both military members invited in an official capacity - higher rank first:

Captain John Doe and Lieutenant Jane Doe
or

Captain John Doe
and Lieutenant Jane Doe

Female military member and civilian husband:

Major Mary Jane Doe and Mr. John Doe
or

Major Mary Jane Doe
and Mr. John Doe

Military members are both of the same rank:

The Captains John and Jane Doe
or

Captain Jane Doe
and Captain John Doe

Two different last names:

Captain John Doe and Jane Deer
or

Captain John Doe
and Jane Deer

Social Invitation:

Higher rank goes first:

Colonel John Doe and Major Mary Jane Doe
or

Colonel John Doe
and Major Mary Jane Doe

If wife is civilian and retained her maiden name: Example-

Ms. Jane Smith and Captain John Doe
or

Ms. Jane Smith
and Captain John Doe

Retired: Place the rank then retired status, ex. John W. Smith, Colonel (RET)

Divorced from husband: Mrs. Jane Doe

Widow: Mrs. John Doe

NOTE-

Although we are far more casual, it is considered courteous to address a senior officer's Spouse as 'Mr. /Mrs. Doe.'

C. Receiving and Responding to Invitations

1. Receiving Invitations

In the course of your military life, you will receive many invitations. Keeping a few main points in mind will help you avoid misunderstandings and hurt feelings. At times, you will find that an invitation will conflict with another obligation or interest.

When it comes to deciding which function to attend, ***your Family comes first.*** Family Readiness Group meetings, Hail and Farewells, and Spouses' coffees are usually held monthly and probably will be your next priority. These get-togethers are opportunities for you to get to know other people in the company or battalion. Friendships formed at these functions will unite you more closely with the other Spouses, which is especially important should the unit or individual members of your unit deploy.

Executive Services/Protocol Office

Example invitation from the Commanding General (CG)



*Major General James M. Milano
Commanding General
United States Army Training Center & Fort Jackson*

*cordially invites you to attend a
Veterans Day Wreath Laying Ceremony*

*on Thursday, the tenth of November
at nine o'clock in the morning*

*Andrew Jackson Statue
Gate 1, Andrew Jackson Circle
Fort Jackson, South Carolina*



*R.S.V.P. by 7 November
(803) 751-4348
Attire
Email: betsy.ross@us.army.mil*

*Duty Uniform
Appropriate Civilian*

2. Responding to an Invitation

“R.S.V.P. is a French abbreviation meaning “Répondez s’il vous plaît.” It means reply, if you please, and requires a “yes” or “no” response. Note: Can also be written as “RSVP”.

“Regrets only” means to reply **only** if you are not able to attend.

“To remind” is usually sent to a guest of honor after a telephonic confirmation of availability.

Answer yes or no within 24-48 hours after receiving the invitation. The host/hostess needs to know how many people will attend so he/she can shop accordingly, or add more guests if there is enough room.

Contact is imperative, whether yes, no, or unsure.

If you are unsure, you can to ask if your “RSVP deadline” can be extended.

If you are having trouble giving a response within this time frame, call the hostess (or host) to regret and explain your situation. The hostess will then have the option to accept your response or extend your deadline.

NOTES-

It is a good idea to tape the invitation to the phone/computer you use the most if you cannot RSVP when you open it. You will not forget to RSVP later! Put the location and phone number as well as the time on your calendar.

If you are unable to attend, you need not give an excuse, you simply cannot attend.

No excuse need be given for being unable to attend, except as noted above.

Formal invitations may not have “RSVP” or “Regrets Only” on the invitation. You are expected to attend! Example: New Year’s Day Reception.

Only those named on the invitation should attend.

No children or house guests should attend, nor should you ask if they might attend, unless specifically invited. When you regret because of house guests, the host or hostess may extend the invitation to include them. YOU MAY NOT ASK!

VI. FORT JACKSON EVERYDAY STYLE

Fort Jackson is a busy place to work and live, but it is also a fun place to be stationed. Units are constantly having events and knowing what to wear is important.

A. Attire

What To Wear? There is no single universally applicable answer to this question. The five W's can help when deciding the most APPROPRIATE dress for an event:

- Who is hosting the event? Best friend and/or neighbor or the commander
- What is the event? A barbecue or a ball
- When is it? Generally the later the function, dressier the affair
- Where is it? Coffee at the bowling alley or at the club
- Why are we gathering? To make crafts for the bazaar or to honor our post's first lady

Two rules of dress:

1. If you receive an invitation and are not certain of the dress requirement, never hesitate to ask the hostess for more information or ask your hostess or another senior Spouse what they are planning to wear.
2. The second rule is that if you discover that you've worn the wrong type of clothing to a function, laugh it off and enjoy the party!

Some general guidelines are:

- Invitations should have "dress" in the bottom right-hand corner, but may not always be indicated on the invitation. If it is not, ask the hostess when you RSVP.
- Time of day (Stand of Dress) depends on local customs and time of day:
 - Morning -- skirt/blouse/sweater, simple dress or slacks, open shirt (no tie)
 - Luncheons -- skirt/blouse, dress, suit or slacks, tie, no jacket
 - Tea or Reception -- dressier dress or suit, or dress pants, sports coat
 - Cocktail -- dressier dress or evening suit, or men's suit

- Attire may also be region specific such as “Backyard Casual” where jeans and any shoe wear is appropriate or “Golf Causal” where jeans are not appropriate. You may need to ask others for specific guidance.

Some of the different forms of attire:

Casual Dress
 Informal Dress
 Semi-formal Dress
 Formal Dress

Under the above forms of attire, there are also numerous sub-categories, for example you could also see dressy casual, festive formal, cocktail formal, and backyard casual on an invitation. When in doubt, call your host or hostess and ask them what they are wearing.

And always remember it is better to come dressed UP than come dressed DOWN to an event.

“Your dresses should be tight enough to show you're a woman and loose enough to show you're a lady.” Edith Head



<u>Event</u>	<u>Dress</u>
Coffees	Casual or Informal
Teas	Semiformal
Hails & Farewells	Informal
Receptions	Semiformal
Banquets/Balls/Dining Outs	Formal
Cocktail parties/CG's Lawn Party	Semiformal
Barbeques & Other Casual Outdoor Affairs	Casual
Open houses (before 6pm)	Casual/Informal
Parades & Change-of-Command Ceremonies	Informal
Graduations	Informal
Promotions	Informal
Military Funerals	Informal/Semiformal
Retirement Ceremonies	Informal

When the invitation does not state and you are unsure of what to wear, simply ask your Spouse what attire they are wearing, and plan accordingly.

Attire

Service Member

Spouse or Guest

White Tie The most formal event one can attend Usually a State or Diplomatic Function	Army Blue/White Evening Mess	Ladies: Long Gown Gentlemen: Tuxedo/Tails
Black Tie	Army Blue/White Mess or Blue with Bow Tie	Ladies: Long gown or tea-length, super-dressy cocktail suit, a luxury coat if you have one Gentlemen: Dinner Jacket/Tuxedo
Formal	Service Uniform with Bow Tie equivalent	Ladies: Long gown or tea-length, super-dressy cocktail suit, a luxury coat if you have one. (Note- long dresses and skirts are not normally worn before 5pm.) Gentlemen: Tuxedo or Suit w/bow tie
Semiformal These are usually Evening Events Fancier than Informal	Service Uniform with four-in-hand tie or equivalent	Ladies: "Dressy" Dress/Nice suit/Cocktail Dress with jewelry and heels. Gentlemen: Dark Business Suit
Informal, Can also be called Coat and Tie/Business These are usually Daytime Events	Service Uniform with four-in-hand tie or equivalent	Ladies: Dress, suit, or skirt and blouse, but not as dressy as semiformal Gentlemen: Business suit or sport coat and tie
Duty Uniform	Combat Uniform or Flight Suits	Ladies: Dress, suit, or skirt and blouse, but not as dressy as semiformal Gentlemen: Business suit or sport coat and tie
Casual	Ladies: Simple dress, skirt and blouse, or dress slacks Gentlemen: Slacks and open neck shirt (no tie) and sport coat or sweater	Ladies: Simple dress, skirt and blouse, or dress slacks Gentlemen: Slacks and open neck shirt (no tie) and sport coat or sweater
Very Casual	Jeans, capris, shorts, t-shirts, etc. (that are appropriate in nature)	Jeans, shorts, t-shirts, etc. (that are appropriate in nature)
Area Specific	Cowboy hat and boots, Hawaiian shirt, College game wear, etc...	Cowboy hat and boots, Hawaiian shirt, College game wear, etc...

NOTES-

If a Service Member is attending as a guest (not their own unit), then they may wear "Spouse or guest" attire.

When looking at the chart above, it is useful to remember that there is often a mismatch between our interpretations of what is appropriate to wear.

For example, although the duty uniform might be appropriate performing duties on a military installation, it might seem out of place at a civilian business meeting or ceremony. In that instance, the Service Uniform may be a better choice. Always err on the side of being more nicely and respectfully dressed.

B. Guest Responsibility

While the host and hostess has many responsibilities when they have an event, many often forget that guest also have responsibilities. When you are invited to an event, the hostess expects you to have basic courtesies toward her and her event. These courtesies include, RSVP, proper attire, arriving on time, not over extending your time at the event, conversation with others, offering to help out if needed, manners at dinner/event, and thanking the host/hostess.

Remember, when someone invites you to any type of event, show them the respect they deserve for planning the event and have fun!

C. Table Manners

The matter of eating in public is more important than one thinks. You can very easily embarrass yourself, your friends, peers, or worst yet, your family. There are several different kinds of meals you might experience at Fort Jackson. Some of the most common are listed below.

Buffets

A buffet dinner is a meal that is laid out on a side table or bar so that guests may serve themselves. It is a convenient way to serve a larger number of guests, especially in a limited space.

At a buffet supper, the plates, silverware, napkins, and platters of food are arranged on the dining room table or buffet table, and guests serve themselves. Guests then find a comfortable place to sit down. This kind of entertaining can range from fancy to barbecue style. Remember to wait for instructions from your host/hostess before going through the buffet line. The senior person present or the guest of honor is usually asked by the hostess to start the line.

Many times you will be invited to someone's home for "heavy hors d'oeuvres" which is very similar to the buffet dinner. At these functions, a variety of hors d'oeuvres will be served from dips, to meats on small rolls, to desserts. Again, dress should be indicated on your invitation and could range from casual to informal. Check your invitation for the required dress.

Cocktail Parties

Cocktails are usually served from 5:00 p.m. or 6:00 p.m. until 7:00 p.m. or 8:00 p.m., usually lasting about two hours. Hors d'oeuvres or appetizers are served.

The dress code is normally dressy dress for women and coat and tie for men unless special dress is requested on invitation (Carolina casual, Golf, Beach, etc.).

Seated Dinners

These dinners may range from the very casual family-style to the very formal with place cards and many courses. Coffee may be served with dessert at the table or later in another room (living room). Check your invitation for dress.

*****For any "dinner" invitation, it is important to arrive at the specified time on the invitation... NEVER EARLY!***

*****IMPORTANT HEALTH NOTE*****

If you attend the dinner party and you recognize that you have an allergy to the type of food being served, be courteous to the hostess and explain.

This ensures that the hostess is not embarrassed by the presumption that you do not like her cooking!

And finally, the dreaded topic of manners, what no one wants to talk about but what everyone learned from their mothers. Please use the following charts as reminders of the knowledge you already have. Your mother and grandmother will be proud!

BEFORE DINNER

Electric Devices	Turn off or silence prior to event. If it rings, immediately turn it off. Do not text during dinner. If you must answer the call, please excuse yourself from the table politely.
Hats and Caps	Please remove all hats at the dinner table. At a formal event, check hat at the coat room, if available.
When to Start Eating	Wait until all have received their food prior to eating.
Posture/Elbows	Sit up straight and try to keep your elbows off the table.
Place Cards	Identify seating arrangement.
Place of Honor	It is traditional that the husband seats his lady to his right.
When to Sit	When all the women are seated, the men can sit down.
Your Purse at Dinner	It can either be held in your lap, or placed under your seat.

DURING DINNER

Cocktail Glasses at the Dinner Table	Do not bring to the dinner table. Leave the cocktail glasses on a discard table.
Prayers	If a host offers a prayer, honor their tradition with respectful silence. If no prayer is offered, and it is important to you, say your prayer silently.
Napkins	Place your napkin on your lap. After the meal, lay the napkin on the table.
Silverware	The silverware is laid out in the order in which it is to be used, working from outside in. (Reference pictures on pages 34-35) When you have finished with a course, place the utensils across plate at a nine/three position.
Tasting	Accepting another person's offer to taste a morsel of his/her dish - or offering a bite of yours – is acceptable as long as it's handled politely.
Cutting Food	Cut your food into only one or two bite-sized pieces at a time. (The exception to the rule is when you help a young child cut his food.)
Reaching/Passing Food	Traditionally, food is passed to the left. Request food to be passed, instead of reaching.
Excusing Yourself	When leaving the table, simply excuse yourself. Leaving without a word is rude.
Bread and Butter	When in a shared basket, pass to the left. If bread is served in a loaf, cut a few pieces, then pass. Do not touch bread with your fingers; instead use the cloth or utensil in basket. Place the bread and butter on your butter plate - yours is on your left side of your plate. (Reference picture on pages 34-35) Sometimes, olive oil is served. Pour on your butter plate and dip.
Dropped Utensils	At a formal event when a utensil is dropped on the floor, leave it for the wait staff to retrieve -it is part of the job. They will bring a replacement for you.
Spilled Food	At an informal meal, quietly and quickly lift the spilled food with a utensil and place it on the side of the plate. If food is spilled on another guest, apologize and offer to pay for cleaning.
Using a Finger Bowl	A finger bowl is used after eating a hands-on meal, such as lobster. Dip your fingers into the water and then dry them with your napkin.
Hot Soup	If soup is too hot, stir it, don't blow.
Awkward & Unfamiliar Foods	When served a half duck or chicken, use your knife and fork to cut the wing and leg away from the breast before you eat the meat. It is appropriate to eat chicken wings, crab legs, lobster claws with your fingers at both a formal or informal event.

Dinner Table Conversation

Today, conversation at the table often includes three or four people sitting near one another. At some time during dinner talk to both of your neighbors. If you notice that one of your neighbors is left with no one to talk to, either include him in your conversation or turn at a break in your discussion to talk to him for a while.

Even if you have nothing in common with your neighbor, look around. You can talk about:

- the food and wine
- the decor
- the music
- the fashions on display
- and the people around you

Four Keys to Conversation: Stop, Look, Listen, and Watch

- "stop" - do not speak without stopping to think about what you are about to say
- "look" - pay attention to the expression of the person with whom you are talking
- "listen" - listening is the most important conversational skill
- "watch" - keep your eyes on whomever you are talking with

The considerate person is careful not to speak with food in his mouth, or gesticulate with utensils in his hand. The conversation should be tactful, kind, responsive, brief, and cheerful. Unpleasant topics should be avoided and to imitate anyone is ill-mannered.

Do not ignore other guests after dinner.

NOTE-

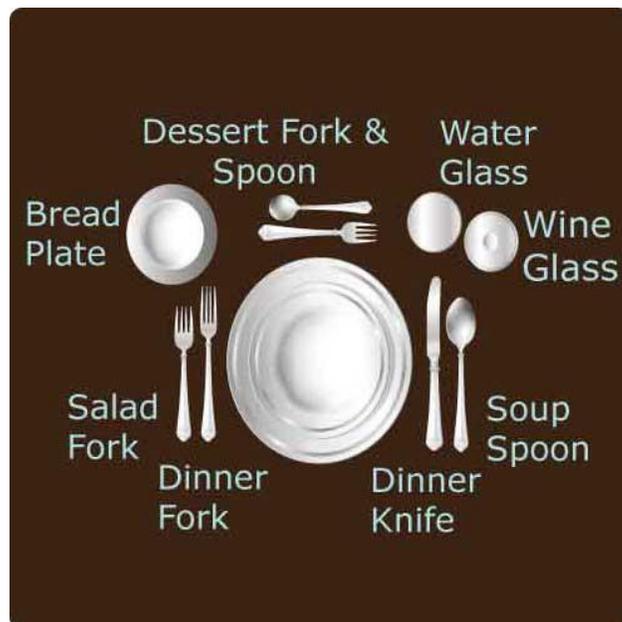
Controversial topics such as sex, politics, and/or religion, should, by common consent, be avoided.

AFTER DINNER

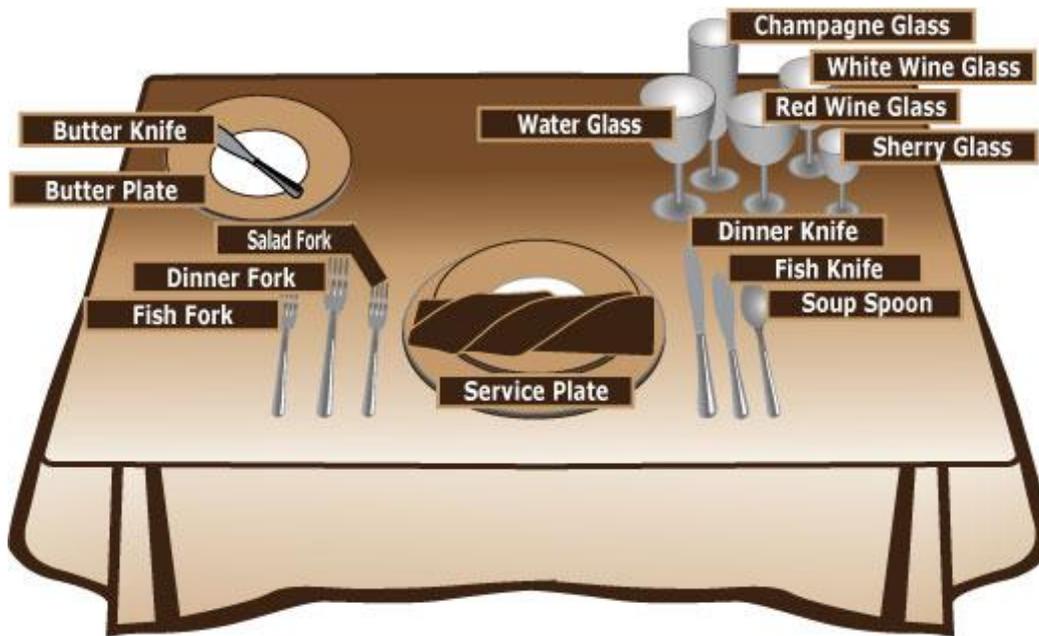
Hot Beverages	To test the temperature of a hot beverage, take a single sip from the side of the spoon.
Something Caught in your Teeth	A toothpick is not appropriate. Excuse yourself to remove food privately.
Complimenting the Food	It is polite to compliment the food and/or request a recipe.
Thanking for Service	When food is delivered or passed, it is customary to say thank you. When refusing food, a simple no thank you is sufficient.

Below are some examples of table place settings:

Informal Place Setting:



Formal Place Setting:



D. Saying Thank You

A thank you can be a mailed note, phone call, or a thank you at the door, depending on the occasion.

An e-mail is also appropriate if you know the host/hostess uses their e-mail regularly.

Regardless of how you do it, a personal thank you is always appreciated.

Promptness is important, but it is never too late to thank anyone.

Try to get in the habit of writing a thank you before you go to bed the same night. You will still be thankful then!

Address thank you notes to the hostess only.

Sign it from yourself.

If you are writing as a couple, refer to the other person in the note.

Examples: "John and I had such a great time."

"John joins me in thanking you."

Never sign a note with your Spouse's name too.

Specifically mention something special about the evening, dinner, gift, etc.

NOTES-

“If you eat and/or drink at someone's home, or at their expense, say “thank you.”

Your expression of appreciation and promptness are what really matter, not how well you follow the rules!



E. Hostess Gifts

When invited to the home of another military member and/or Spouse, it is appropriate to bring a small hostess gift. A small hostess gift is always appreciated when visiting someone's home. It sends the message that you appreciate the invitation.

Hostess gifts are not required for regularly occurring events like coffees, etc. Often, though, the senior Spouse will bring a small token of appreciation on behalf of all the Spouses. It is recommended that these gifts are all the same to prevent any appearance of favoritism among group members.

Some ideas are as follows:

- Home-made cookies or muffins, jellies, a bottle of wine, or flowers are all appropriate. It sends the message that you appreciate the invitation.
- Something local, such as candles, local area delicacy, baskets, etc. to your area is special to your hostess.
- If you bring flowers, consider cultural preferences and bring

them so that the hostess does not have to take time to arrange them.

- If you bring wine (make sure your host/hostess does drink wine and know their preferences), your hostess might want to share your thoughtfulness.
- Candy is also another common hostess gift.

Your hostess (host) might want to share your thoughtfulness of consumable gifts...consider this a compliment. If it's from the heart, it has special meaning!

Include a card or note with the gift so the hostess knows who gave the gift.

If possible, the hostess may try to look at the gift during the event and say thank you; however, thank you notes for a hostess gift are not required.

F. A Note of Reciprocity

Responsibility versus Obligation:

*Obligation is a duty- something you must do.
Responsibility is something you should do.*

If you accept an invitation, there is the responsibility to reciprocate the hospitality. Repayment does not have to be in-kind. Again, entertain within your means and comfort zone.

Reciprocation is a kindness as well as courtesy. Command performance occasions do not need "repayment", such as New Years Day Receptions, Hails and Farewells, and formal or group unit functions.

Lastly, reciprocating an invitation to a superior officer should never be considered brown nosing. Rather, it should be perceived as gracious.

NOTE-

There is a difference between a personal invitation and a unit (official) invitation. When you have been invited at a personal level, you might consider returning the invitation. A professional/official invitation does not require a return invitation.

VII. FORT JACKSON FUNCTIONS – Military and Social

The social aspect of the military is a vital part of our lifestyle. Because many of us are far from home and Family, our military friends oftentimes fill that void. Social gatherings in the military are also used to celebrate successes, bond as a team, boost morale, celebrate fallen heroes, and foster esprit de corps, as well as, to get to know others in the unit that share your situation or circumstance. Below are some of the social functions you may be invited to attend.

A note from the past... “Formal Calls” (AR 605-125) “Failure to pay the civilities customary in official and polite society is to the prejudice of the best interests of the service”. The idea of the formal call to the active duty member’s senior officer and “his wife” was to speed your adjustment to a new duty station. This 20 minute visit would help you get “oriented”. Don’t forget to wear your white gloves and bring your calling card (preferably embossed). You’ll need only one because you are calling only on the Spouse but the active duty member will need one for each adult in the home-- but no more than three. If your active duty member is leaving just one card for the entire Family remember to turn down the top right hand corner of the calling card. See, now the social functions listed below don’t seem so tough!!

A. Types of Social Functions

Brunch

This function is usually held around 11:00 a.m. and is a combination of breakfast and lunch. A simple dress, skirt and blouse, or nice pants outfit is appropriate.

Open House

This literally means the home is open to guests between set hours. Guests are free to arrive and depart between those hours. Check the invitation for dress.

Progressive Dinner

This function comprises sharing the responsibility of hosting a dinner. Everyone starts at one house. One couple hosts the hors d’oeuvre portion at their home; everyone then walks as a group to the next house for soup and salad, then the next home for the main course and so on. (This can also be done as a Potluck Progressive dinner- people bring their donation to the appropriate house before arriving at the first house.)
Check the invitation for dress.

Promotion Party

A time honored tradition is the promotion party that is given by an officer or NCO or a group of people with similar dates of rank, shortly after being promoted. It does not have to be a fancy affair, but it provides a chance to invite friends and their Spouses to share the good fortune.

NOTE-

You may also hear it termed a “Wetting down” This is a Navy/Coast Guard term based on the tradition of pouring salt water over new stripes on the uniform to make them match the old tarnished ones.

Change of Command/Change of Responsibility Ceremonies & Receptions

The Change of Command is a ceremony in which a new commander assumes the authority and responsibility from the outgoing commander.

A Change of Responsibility is a relatively new addition in which the senior Non-Commissioned Officer (NCO) changes responsibility from the old to the new.

You are welcome to attend a change of command/responsibility ceremony without a specific invitation. However, be aware that attending the reception may require an invitation. If you are unsure, check with your Battalion or Brigade Commander's Spouse or representative.

This is an official function with a reception following. The incoming Command Team hosts a reception as an opportunity to meet and greet members of the unit and their Spouses.

If all in attendance are invited to the reception, there is usually an announcement made at the end of the Change of Command/Responsibility ceremony. There is usually a receiving line and light food in accordance with the time of day.

NOTES-

If you receive a personal invitation RSVP as soon as possible for reserved seats.

Children may attend if well behaved. The unit/host generally does not invite children to receptions.

*****FYI- The Change of Command Ceremony and Review are steeped in tradition. After the formation of Troops, the Adjutant commands “Sound off” and the band then troops the line. The custom had its beginning during the crusades, when troops offering to serve in the Holy Land stepped forward from the ranks. The musicians marched around these ranks of volunteers, thus setting them apart in a place of honor.***

The US Army began this tradition of the band playing for troops during the Civil War as a means of entertainment. The Commanding officer of troops for the day calls the troops to attention, just as in Revolutionary War times. In George Washington's Army, the units were arranged geographically-- the southernmost states to the right of the line, progressing northward to the left.

Sometimes the officers will march forward across the field to the commanding officer and then return to their units. This too, had a purpose 125 years ago. As troops were being dismissed, unit commanders marched to their commanding officer for special or secret orders.

Spouse Welcomes and Farewells

Spouses of senior military personnel in the higher unit command are traditionally welcomed and farewelled separately from the Unit Hail and Farewell. This may be done as a "Welcome Coffee" or a more formal "Welcome Tea." You will find that this will probably be dependent on "how it's been done in the past" within that unit. The reason a Tea or Coffee is recommended as a Welcome is to allow the Guest of Honor to circulate.

A farewell function need not always be a Tea or Coffee. It could be a Brunch, Luncheon, or Dinner based on the preference of the Guest of Honor. Coffee, tea, punch and nibbles are served. There will probably still be a receiving line and guest book to sign and dress would still be informal or semi-formal.

NOTE-

Please reference the Guide for Planning Hail and Farewells Section.

This publication is everything you need to know about a Fort Jackson Hail and Farewell!

Teas and Coffees

A tea is usually held in the afternoon and is the most formal of daytime functions. It is traditionally given in honor of a person such as a departing or incoming commander's or senior NCO's Spouse.

Coffee, tea, punch, cookies, and/or finger sandwiches are served. Formal teas require the use of china, silver and linen. Expect to go through a receiving line and to sign a guest book when you first arrive. If you are asked to "pour" at a Tea, this is considered an honor. You would most likely be asked in advance and be given guidance on the "pouring protocol". Wear a nice (Sunday) dress or a dressy suit.

Coffees are typically held monthly to provide an opportunity to greet new arrivals, to farewell those who are leaving, to become acquainted with other Spouses in the unit, and for general unit, installation and community information. Coffees are less formal events.

B. Hosting Social Functions

We have looked at social functions you may be invited to attend. You may, in turn, may wish to host one as well. Entertaining can help foster friendships and feelings of family and is done for a variety of reasons including celebrating a success, boosting morale during low points, saying hello and goodbye, building friendships and camaraderie, and most of all, for sharing and having fun.

The most important thing to keep in mind about entertaining is to *be yourself*. Entertain in a way that reflects your own personality, lifestyle, and budget. Entertaining does not have to be about crystal and china!

Those you entertain may be a mix of your Spouse's military colleagues and their Spouses, along with friends, civilian guests and your own colleagues. You may want to include the following people when entertaining:

- The First Sergeant and Spouse
- Company officers, NCOs and Spouses
- Battalion Commander and Spouse
- Other company commanders in the battalion
- Anyone who entertains you (to reciprocate)
- Spouses in the company
- Friends and neighbors

Some helpful hints and practical ideas to keep in mind when entertaining are:

- Keep it simple.
- Use what you have on hand and are comfortable with, such as china, stoneware, paper.
- Keep your budget in mind; potlucks are fine.
- Keep appetizers simple. It is not necessary to have a lot of them.
- Serve dinner approximately an hour after the guests arrive.
- Use lap trays if you do not have enough room at the table.
- When using trays, serve everything on one plate; have utensils and napkins already on the trays.
- Borrow things you need (dishes, trays) from friends and neighbors.

- Try not to spend all your time in the kitchen; plan menus that allow you the freedom to be with your guests (salad, casserole, bread, and dessert).
- Stay relaxed and your guests will, too.
- Save the dishes for later (or have the guys do them!) Keep it simple!

Listed below are some ideas for entertaining (Spouses only and couples functions):

- Seated dinners, buffets, picnics, cook outs, Luau
- Heavy appetizers
- Desserts only

Ice Cream Social: Icebreaker could be to make a banana split: peel a banana with your feet, carry whipped cream on your foot, carry peanuts between knees, pluck a cherry from ice water and place on top of the creation. Everyone brings their favorite topping. OR! Purchase a 10 foot gutter from a hardware store - build the world's largest sundae! Give spoons and bowls for guests to scoop their servings with.

- Brunch; Luncheons
- Potlucks (any theme)

Theme Potluck: Oriental, Mexican, Western, Italian. (Invitation could be written on folded origami, or shaped like a taco with each condiment (lettuce, tomato, etc.) having a different piece of information (time, date, etc.)

Men's Potluck: Men do the cooking, women do the judging!

- "Guests Cook the Meal" Party (Preparation beforehand is necessary!)
- Game nights (Cards, Bunco, Bingo, Board games, Charades) Everyone brings their favorite game. Have card tables set up in different rooms. Invitations can include a pair of die (dice!), or be a card from a game (check the Thrift Shop for old games) with the information written on it. (Games could include cards, Bunko, Bingo, board games, Charades).
- Theme parties for holidays (Easter Egg Hunt, St. Patrick's Day, Halloween, and Christmas Caroling)

Turkey Eve (Wed before Thanksgiving): Have a turkey shoot (darts with suction) - have a sheet of Plexiglas in front of a paper turkey. Have consequences (for the other team) associated with turkey parts, such as gobbling like a turkey if you hit it in the neck, flapping and squawking for the wing, etc. Also, decorate one team member as a turkey - have rolls of brown paper, scissors, crayons, glue, and a stapler.

Luck of the Irish: Send invite tucked into a foil-wrapped potato. Serve lots of 'green'.

Halloween Party: Have a pumpkin carving contest; dress to resemble a famous person.

New Year's Party: Write invitation on a blower. Invitee must blow the blower to see the invitation!

- Other theme parties: Decade (50's, 60's, 70's, 80's, 90's) Party, Wedding party, Blue Jean Brunch, Casino Night, Mafia Night, TV Show character party.

Crazy Hat Party: (Can be combined with favorite T-shirt or Sweatshirt Party) Have extra party hats labeled with "Party Pooper" for those who don't participate. (Consider having fake poop in a baggie attached to the hat!)

Beach Party: Attach invites to leis (plastic from a party store).

Shipwreck Party: Wear what you would have on if you were marooned somewhere. Food could include hot dogs roasted on a stick, toasted marshmallows, pineapple chunks, etc.

Mash Party: Dress as your favorite character. Set up a tent outside the front door that everyone has to walk through with cots, a still, etc. Invitation could look like a dog tag OR an official order (See sample). Play a game; prize is dinner for two and a movie (2 MREs and a training video!)

- Craft nights or a "Bring an Unfinished Craft to Work On" Party
- BYOT Party ("Bring Your Own Topping" to share--for baked potatoes, pizza, ice cream sundaes)
- "Come as You Were When Invited" Party or "Come as You Were for Your Prom Night" Party
- Scavenger Hunt, Murder Mystery Party, Treasure Hunt with Clues

- Toga Party!
- White Elephant Sale, Brown Bag Auction, Surprise Brown Bag Lunches in the unit area
- Chili Cook Off
- Spouses' Dining In
- Country & Western Dances
- Video and popcorn night
- Wine tasting
- Sports (co-ed)

Super Bowl Party: Build your own sub! (*Everyone can bring a lunch meat, if desired). Purchase a cake pan in the shape of a football helmet. Soak un-flavored gelatin (Knox gelatin) packet in 1/4 cup cold water for 10 minutes. Add to coleslaw or potato salad and place in helmet mold. It will “gel” into shape in about 2 hours. Mix 1pkg. Italian dressing (dry mix) with one block of cream cheese and 2 TBS. milk. Use food coloring to match the super bowl team’s colors. Spread on sandwich bread; cut into triangles to resemble pennants. Use thinned cream cheese in a pastry tube to write the teams’ names on the ‘pennants’. Invitations can be made out of construction paper to resemble footballs, or pennants, etc. Invitation can have streamers of color-coordinated crepe paper attached.

Mini Olympics: Have a torch, everyone gets ‘medals’ (candy coins on ribbon) have crazy events, i.e. balloon toss, egg toss, etc.

- Talent Shows
- Sadie Hawkins
- Wear Your Favorite Song: Guests dress as their favorite song! Have a contest to ‘guess the guest’!

Other good sources for entertaining ideas can be found on line, at your local library or book store. The possibilities are endless! It is up to you--let your imagination run wild or be very traditional. People invited to your home will appreciate the effort you make, and who knows, you may get an invitation in return!

C. Hosting Coffees

This is a time held tradition usually held for officer's Spouses; but some units now have "all ranks" coffees. The purpose is still the same but because of size or preference of the group; Spouses of all Soldiers in the unit are included. There can be other configurations, sometimes the coffee group is comprised of officer and NCO Spouses and the CSM's Spouse is encouraged to organize the junior enlisted Spouses.

These can be held at Battalion or Company level. At Fort Jackson, most coffee groups are held at the Battalion level. This is a function of unity. The Battalion Commander's Spouse/representative will probably pass around a sign-up sheet for volunteers to host monthly coffees. Many times Spouses in the group will sign up together for a particular month. Refreshments, plain or fancy depending on the host/hostess, are typically served. Try to attend as this is a terrific opportunity to meet unit Spouses in a casual atmosphere.

NOTES-

It is important to remember that, although some general information may be disseminated at a coffee, the primary function of a coffee is a SOCIAL ONE.

The information source for Families in a unit is the Family Readiness Group (FRG).

Typically **all** Spouses in the unit are invited regardless of the Soldier's rank. It is helpful when the, Company Commander's and 1SG's Spouses/ reps work together as a team for the company coffee. Again, this is primarily a social outlet and not to replace the Family Readiness Group (FRG). Dress is also casual unless otherwise noted.

***FYI-The "coffee" is steeped in tradition and dates back to the establishment of the first military posts when wives of the frontier army, who endured many hardships, would get together for camaraderie and social discourse. The coffee has evolved in purpose and function as well as participants. After World War II coffees consisted of primarily officers' wives, in part because there were few enlisted Soldiers married, but also to allow for a social outlet with wives in similar circumstances.*

If you are a coffee host/hostess, keep these points in mind when planning:

- Make sure you have up-to-date contact information for all Spouses included in the coffee group. It has become increasingly common to email invitations but check with the Battalion Commander's Spouse/rep to see how they are usually sent (mail, unit distribution etc).
- Check with the Battalion Commander's Spouse/rep before sending out invitations. Make sure your date and time coordinates with her calendar. Consult with him/her on the agenda. Find out the order of the evening: when to conduct any business, have the program, and have refreshments.
- You may want to ask if there are any other people you should invite. It may be the norm to include the CSM's Spouse, female officers, Brigade Commander's Spouse, or Non-Commissioned Officers' (NCO) Spouses.
- Find out if it is your responsibility to provide a door prize. This tradition will vary for each group.
- Invitations, flyers or email should be sent out about two weeks in advance. Remember to include either an "RSVP" or "regrets only" date. It is perfectly all right to contact those who have not responded by your set date. You could say, "I just wanted to make sure you received your invitation". They may not have received the invitation or it simply slipped their mind.
- Coffees can be as simple or as fancy as you choose to make them. Most of the time desserts or nibbles and cold beverages are fine. Although called "coffees" many don't drink it in the evening. It is fine to have a pot on hand (decaffeinated is probably preferable during the evening hours).
- Nametags should be considered for the first several coffees until everyone knows each other (see Nametags Help and Hints in Appendix B).
- You can host a coffee in your home or off site at a local restaurant, spa, bookstore etc...

Suggestions for coffees

Tacky party-dress, serve tacky food, give a prize for the tackiest.
Baby picture guessing contest.
Wedding picture/album show
Recipe tasting
Speaker on selected topics
Couples Coffees
Bowling, skating
Local health spa (complimentary visit)
Pajama Coffee
Learn-a-craft time, share-a-craft
Gift exchange (or ornament, cookies, or recipes) –
Be sure to have an extra so no one is empty handed.

Specific examples of some time and true tested coffees:

Back to School Coffee

Usually held in September. Invitations are made out of construction paper made to resemble chalkboards. Write on the black paper with a white correcting pen. The meal served is sub sandwiches, a boxed drink, an apple, a bag of chips, and a dessert. The 'lunch' is presented in brown lunch bags. Contact your local school or mess hall to borrow plastic trays to on which to eat. Word searches, crossword puzzles, etc. are good ice breakers. Divide guests into teams; each team must sing a school song, recite a 'piece' (such as the Gettysburg Address or a poem), and create a school banner (provide paper, scissors, and glue). Prizes are awarded to the best team (gold stars).

Chocolate Night

Speaks for itself! Send invitation on candy bar wrapper

Auctions

Chinese Auction: Everyone brings a white elephant (or pick your theme) place in a brown grocery bag. BRING NICKELS! Have a small lunch bag for each white elephant. The lunch bag is placed on the floor; people toss nickels at the bag until the timer goes off. Last person to get a nickel in the bag wins the white elephant item!

White Elephant Auction: Similar to above. One person is designated 'auctioneer'. They are the only one to touch the bag containing the item. The auctioneer starts the bidding, encouraging people to raise their bids. Highest bidder wins. (*This can help replenish a coffee fund!)

When entertaining, remember to have fun and once again, be yourself! Each family has a style that is comfortable for them. Don't be concerned that the "BBQ in the backyard" will fall short. Your guests will be happy for the chance to get to know you better and have a good time. Successful entertaining begins

with the willingness to extend hospitality and to open your home to others. The expression "practice makes perfect" is truly relevant; the more you do it, the easier it becomes.

D. Planning Checklist for any Event

Prepare the guest list.

Purpose of the function (Families in the unit, neighbors, etc...).

Consider how your guests will get along and enjoy one another's company.

Set a budget-- a successful party has little to do with what you serve. It's the simple act of getting together and having fun.

Select a time, date and location

Invitations:

- Include who, what, when, where, why
- Decide how they will be distributed (mail, email) or phone call
- If you use written invitations include an RSVP or "Regrets Only" to track the number attending (this will help with food preparation). Keep the list somewhere handy, like by the phone.
- Are children included
- Attire
- Send invitations 2-3 weeks in advance

NOTE-

See the Invitation Section for examples.

Menu/Format:

- Dinner (potluck, BBQ...) vs. Cocktails vs. Desserts
- Type of food and ease of preparation (try and plan something that permits as much pre-party preparation as possible)
- Types of drinks, full bar, wine, beer and sodas, BYOB, no alcohol
- Plates, cups, cutlery, linens
- Prepare more food than you need. It's better to have too much than too little! A rule of thumb for planning is a minimum of 5 appetizers per person or for dinner ½ lb of meat per person.

Plan and prepare physical layout:

- Method of service (buffet style for instance), traffic pattern, size of dining table
- If outdoors, inclement weather plan
- Space for chairs, do we need extra chairs

Other things to think about...

- Nametags
- Will there be entertainment, a program, music
- Will there be a theme
- Decorations
- Make extra room for coats and/or purses
- See that the bathroom has fresh soap, towels and toilet paper

NOTE-

Please see Nametag Help and Hints in Appendix B

Last minute details...

- Be dressed one hour early
- Take food from the refrigerator that needs time to come to room temperature
- Turn on porch light (if evening) and appropriate house lighting
- Turn on music
- Place your guest book out, if you plan to use it

Remember your party manners...

- Both you and your Spouse should try to greet at the door
- Introduce newcomers to those already there, or to a small group
- Talk to each of your guests sometime during the evening

NOTE-

***See guests to the door when they indicate they must leave.
Don't close the door right away, but remain at the open door until they have
walked or driven away.***

E. Types of Military Ceremonies on Fort Jackson

Dining In

As the most formal of events, a Dining In allows officers and NCOs of a unit to celebrate unit successes and to enjoy its traditions and heritage.

NOTE-

***It is strictly an Officer/NCO function.
Spouses are not invited.***

***FYI-The Dining In is derived from the old Viking tradition celebrating battles and feats of heroism, by a formal ceremony. This spread to England and became a time honored tradition. During World War II with the proximity of U.S. and British troops, American officers were exposed to the Dining In and took it on as their own "function of unity".*

Dining Out

When Spouses are invited to a Dining In, it becomes a Dining Out. This gives the Spouses an opportunity to see all the "pomp and circumstance" that goes with the tradition.

The Spouses dress in formal gowns or tuxedos.

***FYI- There are many unique traditions in the Dining In/Out. Mister/Madam Vice (a member of the unit) is responsible for the evening. Throughout the evening various members of the unit may request permission from the Vice, to address the Mess (often to report some humorous "infraction of the rules" by another member of the unit, for which a small fine is levied). Try to avoid the restroom during dinner. Members of the unit are not allowed to leave without the Vice's permission. Your departure might be noticed and, in fun, noted as an infraction of the rules. This is all in the spirit of fun.*

Formal Balls

Balls are usually held to celebrate special military occasions or a holiday. Proper dress is a formal gown or tuxedo.

At very formal social functions (such as a Dining Out or Formal), it is common to see Army officers in their "mess" dress- the most formal officer's uniform. If you are attending a function with soldiers from different branches of service, you may notice that the color of the lapel varies. Each branch has its own "color"-

<i>BRANCH</i>	<i>COLORS that Represent that Branch</i> <i>*second color is piping</i>
Armor/Cavalry	Yellow
Air Defense	Scarlet
Aviation	Ultramarine Blue/ Golden Orange
Engineers	Engineer Red/White
Field Artillery	Scarlet
Infantry	Light Blue
Military Intelligence	Blue
Special Forces	Forest Green
Chemical	Cobalt Blue/Golden Yellow
Military Police	Green/White
Signal	Orange/White
Adjutant General Corps	Dark Blue/Scarlet
Medical/Dental/Veterinary Nurses/Medical Services Corp	Maroon/White
Chaplain	Black
Finance	Silver Gray/Golden Yellow
Judge Advocate General	Dark Blue/White
Ordinance	Crimson/Yellow
Quartermaster	Buff
Transportation	Brick Red/Golden Yellow

At a formal event, there are certain courtesies and customs that are important to the unit for that night.

1. Formal Dinner Notes

- On arrival, find your seats on seating chart.
- Mingle with the other guests.
- Visit with your host/hostess/special guest.
- At a formal or Dining Out, you will stand for the posting and retiring of the colors (bringing in and taking out of the flags).
- Stand for the invocation and toasts (with the exception of the toast “to the ladies” or “to the Spouses”).
- Female Soldiers will remain standing and their Spouse will be seated.

***FYI-The “Colors” (US flag and regimental flag) are carried by color bearers (NCOs today). The Color Guard “protect” the flags. Traditionally, when Soldiers did not have uniforms, the Regimental Colors were the only means of identifying who was fighting whom.*

2. Receiving Line

- A receiving line is an efficient and gracious way to allow the honored guest(s) to meet all guests personally.
- Those in the receiving line include: Honored guest(s), guest speaker, and host/hostess.
- Place cigarettes, drinks, cell phones, and gloves elsewhere while going through the line.
- The woman precedes (goes first or comes before) the man at Army, Navy, Coast Guard, and Marine functions and succeeds (follows or stands behind) at the White House and Air Force functions.
- The first person standing next to the receiving line is the Aide/Adjutant--you DO NOT shake his/her hand because the Adjutant is not part of that receiving line.
- The Soldier introduces Spouse to the Aide and his/her job is to pass the name to the first person in the receiving line.

For example: “LT and Mrs. John Doe”. It is a good idea to provide your name even if you know the Announcer. You may correct a mispronounced name; speak clearly.

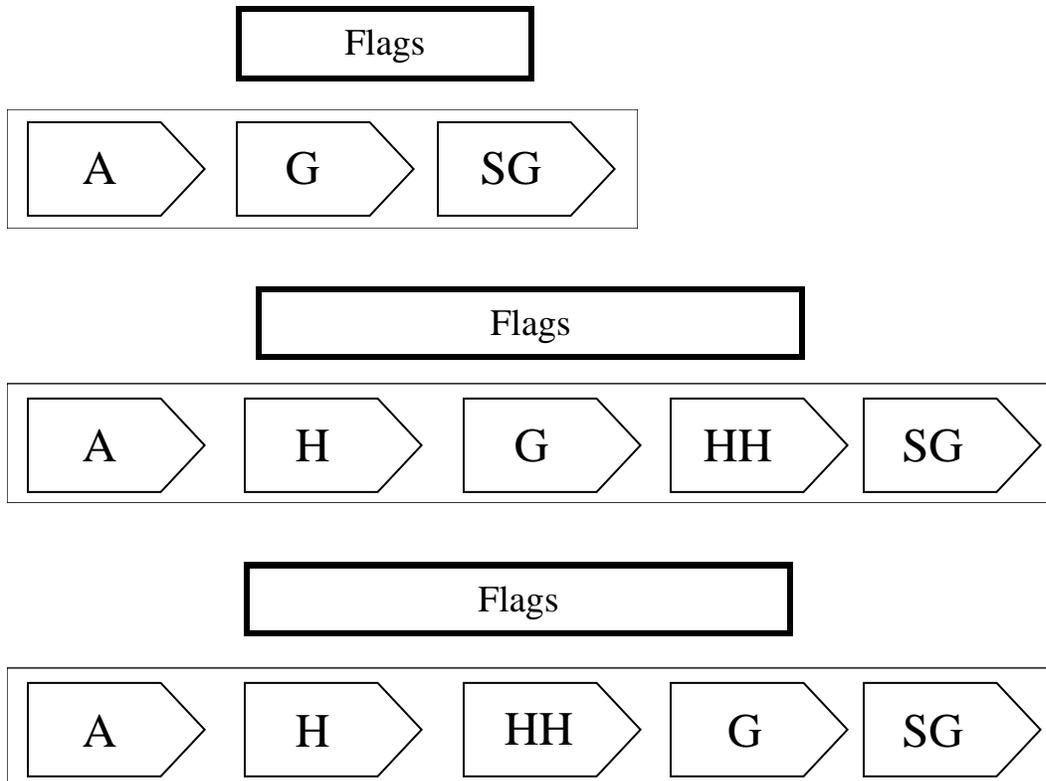
- Speak briefly to those in line, and then move on through the line.
- If there is a red carpet, the receiving line stands ON the carpet. The reception line includes the guests who are going “through” the receiving line.
- Place cigarettes, drinks, cell phones, headgear, large purses, and gloves elsewhere while going through the line. Often, there will be a small table before you get to the reception area to put your food or drinks on. If you can discretely hold an evening purse in your left hand or in the crook of your left arm, you may keep it with you; although it is preferred that you place your evening purse at your seat.

NOTE-

If you are a part of a receiving line, you should not have your purses, gloves, hats, etc., these can on a small table behind you along with often discretely keep a glass of water, wear comfortable shoes and be careful not to lock your knees, make eye contact and a exchange a brief greeting. A bottle of hand sanitizer is something to think about as well.

Receiving Line Protocol

Some examples of receiving lines:



KEY:

A- Adjutant/Aide

H- Host

HH- Hostess

G-Guest of Honor

SP-Spouse of Guest of Honor

3. Toasting

Toasting is an age-old custom and is an integral part of military occasions.

It is respectful to stand and participate in the toasting.

Those who abstain from alcohol may drink water or raise the wine glass to their lips.

Never drink a toast to yourself; if seated, remain seated.

All toasting is initiated by the host, except dining-ins. Please note that different units can and will use different toasts in their program. Below are most included toasts that one can expect at a formal event:

Toast	To the United States
Response	To the United States of America
Toast	To the President of the United States
Response	To the President
Toast	To the United States Army
Response	To the Army
Toast	To our Deployed Soldiers
Response	To our Comrades in Arms
Toast	To our Fallen Heroes
Response	Silent Rising of the Toast Glasses
Gentlemen	Seat Your Ladies
Toast	To the ladies
Response	To our ladies

Most units now do a “Toast to Fallen Comrades” after the normal toasts are given. This is done with the upmost respect and honors for their fallen brothers and sisters.

The following script may be used when appropriate to present the Toast to Fallen Comrades and to explain the significance of the dedicated place setting when it is used:

"You may have noticed the small table set for one that is off on its own - it is reserved to honour our fallen comrades in arms. This symbolizes that they are with us, here in spirit. We should never

forget the brave men and women who answered our nation's call [to serve] and served the cause of freedom in a special way. We are ever mindful that the sweetness of enduring peace has always been tainted by the bitterness of personal sacrifice. We are compelled to never forget that while we enjoy our daily pleasures, there are others who have endured the agonies of pain, deprivation and death.

I would like to explain the meaning of the items on this special table.

- The table is round - to show our everlasting concern for our fallen comrades.
- The tablecloth is white - symbolizing the purity of their motives when answering the call to duty.
- The single red rose, displayed in a vase, reminds us of the life of each of our fallen comrades, and the loved ones and friends of these comrades who keep the faith.
- The vase is tied with a red ribbon, symbol of our continued determination to remember our fallen comrades.
- A slice of lemon on the bread plate is to remind us of the bitter fate of those who will never return.
- A pinch of salt symbolizes the tears endured by the Families of those who have sacrificed all.
- The Holy Book represents the strength gained through faith to sustain those lost from our country.
- The glass is inverted, they cannot toast with us at this time.
- The chair is empty because they are no longer with us.

Let us remember - and never forget their sacrifice.

May they and their families ever be watched over and protected.

Ladies and gentlemen, I propose a toast to our fallen comrades, prisoners of war, and those missing in action.”

Response- SILENCE

4. Programs

Example of a typical Formal Event Program

<p style="text-align: center;">UNIT DATE</p> <p style="text-align: center;"><i>Social Hour</i> <i>Mess Call</i> <i>**Posting of the Colors</i> <i>**National Anthem</i> <i>**Invocation</i> <i>Toasts</i> <i>POW/MIA Table Presentation</i> <i>Video tribute</i> <i>Welcome Remarks</i> <i>Dinner</i> <i>**Benediction</i> <i>**Army Song</i> <i>**Retiring of the Colors</i> <i>Dancing</i></p> <p style="text-align: center;"><i>**Please Stand</i></p>

Hints and Definitions:

Social Hour- attendees mingle and have a cocktail

Mess Call- calling to seats

Posting of the Colors- stand while the Color Guard brings and posts the colors

National Anthem- stand while anthem is playing

Invocation- continue to stand during prayer

Toasts- stand until told to sit

POW/MIA Table Presentation

Video tribute

Welcome Remarks/Guest Speaker

Dinner

Benediction- bow your head during prayer

Army Song- stand and sing

Retiring of the Colors- stand

Dancing- HAVE FUN!

Receptions

A reception is usually held in honor of a special guest or guests, or after a change of command. There may or may not be a receiving line. Guests should mingle and visit with other guests.

Before departing be sure to thank the hostess and host and bid good-bye to the guest of honor.

New Year's Day Reception

The long standing Army tradition of a commander-hosted New Years Reception for unit officers and their Spouses, once a mandatory event in formal attire, has changed over the years.

Depending on the Commander and his/her Spouse (Command Team) there may or may not be a New Years reception. Many commanders choose to have their reception on a day other than New Year's Day to allow people to travel, watch football, or spend time with family members. The location can vary from the commander's home to the Club or Community Center. Particularly, if held in their home, there may be a staggered arrival and departure time. Don't be late and don't stay past your allotted departure time.

Dress may be more formal with officers (and possibly senior noncommissioned officers) attending in dress blues and Spouses in Sunday best or more casual with an "open house" format and corresponding dress. Check the invitation for appropriate attire.

***FYI-Like the Unit Hail and Farewell, receptions now serve as the equivalent of all holiday calls given and received. It was the custom for officers or NCOs new to a post to pay a social call to their superior on holidays. Depending on the formality of the Reception, there may be a receiving line. This is the official "Calls made and received" portion of the event.*

Unit Hail & Farewells (unit parties)

Like the "Dining-In," this is a function of unity.

These get-togethers build unit spirit and camaraderie, and are successful only if everyone supports them and participates in them. Unit members and guests share the cost and planning of these get-togethers. They range from dinners at local restaurants, to picnics and barbecues, to treasure hunts.

This is a time to welcome incoming members and farewell members who are leaving the unit. Try not sitting down as soon as you arrive; if possible, moving around the room and mingling with all that are in attendance is the best approach to meet people. It is a wonderful opportunity to get to know others in the unit.

***FYI-The Hail and Farewell is a modern equivalent of “All Calls Made and Received.” Before World War II, when the Army was smaller, the custom was for a new officer or NCO and his wife to pay a social call to the home of the superior officer. The Superior and his Spouse then later would return the call.*

NOTE-

Unless specifically noted, children are not included in the above functions. If children are included, it will be specified on the invitation. Otherwise, do not bring them.

E. Courtesies of Military Functions and Ceremonies

- These special events can inspire patriotism and pride and are held for many reasons: changes of command, changes of responsibility, presentation of awards and medals, or retirement ceremonies. Certain traditions and courtesies should be observed before, during, and after the ceremonies.
- Be on time or slightly late (10 minutes), but NEVER arrive early. Come as close to the hour as possible. Call ahead if you want to come early and help. Wait until the invitation time to ring the doorbell.
- If you have to be more than 10 minutes late, it is nice to call the host/hostess to let him/her know. Call earlier in the week/day. The few minutes prior to invitation time can be hectic for the host/hostess.
- Traditionally, at official functions the senior ranking person leaves first. This is not always necessarily true today; check to find out what is acceptable. If in doubt, wait!
- Do not leave immediately after dinner (wait at least 30 minutes for politeness sake).
- Do not overstay a welcome. Say 'goodnight' to senior person and the host/hostess.
- When you say you are leaving, leave. Do not linger at the door.

VII. FORT JACKSON EVENTS

A. Events Specific to Fort Jackson

Lawn Party

This is a reception usually held in the summer time on the Commanding General's lawn. Leadership from post as well as previous CG's, community members, community leaders, and personal friends are invited. This event is by official invite only.

Family Day

Family Day on Fort Jackson is usually every Wednesday, the day before Graduation. On Wednesday, our visitor population grows greatly as proud Family members from all over the world come to Fort Jackson to see their citizen graduate as an American Soldier. Family Day events differ per Battalion and Brigade, but the main goal is to re-unite the new Soldier and their Family and prepare the family for the big day of graduation.

NOTE-

***When traveling on post on Family or Graduation Days,
plan for unexpected delays***

Parades and Reviews

***FYI- "The ceremonial formation of a body of troops for display of its condition, numbers, equipment and proficiency" and is held to honor visiting dignitaries, retiring officers, and recipients of awards.*

- Try to be on time!!
- Dress appropriately - usually informal is appropriate and remember that jeans, shorts, and cut-offs are NOT ACCEPTABLE!
- Children may attend if well behaved.
- Protocol does not allow dogs, except for service dogs.
- Always stand up six (6) paces before and after the flag passes, even if not announced.
- Take your cue from the senior Spouses present; they will be in the first row of seating.

***FYI- "Adjutant's Call" (the call which assembles all units under their common commander) has sounded over review fields and opened parades for over 200 years and on the formal invitation to a review, the Adjutant's call specifies the time you should be in your seat.*

Graduation

There are numerous kinds of graduations here at Fort Jackson. There is basic training, advanced individual training graduations, chaplain graduations, basic and advanced officer course graduations and drill sergeant graduations. There are approximately one to six graduations every month.

When attending a graduation ceremony at Hilton field, plan to arrive at least 15 minutes prior to start time. You will be directed where to park and where to sit by the attendants. Please remember to stay in the stands for the entire review.

Torchlight Tattoo

This ceremony is Fort Jackson's Salute to the Nation and 4th of July celebration. It is held at Hilton Field with the community invited.

Volunteer Appreciation Month/Helping Hands Award

Fort Jackson prides itself on recognizing its biggest assets- volunteers. There are volunteer ceremonies throughout the year, with the Volunteer of the Year Ceremony signifying the end of one volunteer year and the start of another.

When you are called up to receive an award, be aware that you are usually representing a group of people and are receiving the award for the great things you have done for Fort Jackson. Wearing the correct attire and knowing how to receive the award also shows pride in the award and work you have done. Business casual is appropriate attire for award ceremonies. When you walk up to receive the award, present your right hand over your left to accept the hand of the giver and take the award with your left hand. This combination usually leads to an easy transition for the photo that comes after receiving the award.

Wreath Laying

We often have wreath laying ceremonies at the Andrew Jackson Gate Circle or at Post Headquarters. We lay wreaths for Veterans Day, Memorial Day, 9/11 Remembrance Day, and Armed Forces Day.

Retirement Reviews

Fort Jackson retirement reviews are held once a month at Post Headquarters.

These ceremonies may be held with or without an accompanying parade or review.

- You are to rise when the presiding officer enters and is announced.
- As with promotions and awards, if “Attention to Orders” (the reading of the retirement orders) is announced, Soldiers will rise. Out of courtesy, civilians should as well. For all other portions, remain seated.
- It is customary for the audience to line up to walk by the retiree and Spouse to shake hands and offer a few words at the end of the ceremony.

Promotion and Award Ceremonies

As the presiding officer enters the room and is announced, everyone present should stand.

When “Attention to Orders” is announced, Soldiers rise to attention; civilians can remain seated, but out of courtesy should stand. (At formal ceremonies, such as changes of command, the direction “Attention to Orders” is usually omitted therefore all remain seated)

A receiving line, and sometimes a reception, will follow.

NOTE-

For a promotion ceremony, it is customary for the Spouse to participate by pinning the new rank insignia on one shoulder (normally the left) while the presiding officer pins on the right.

Military Appreciation Days

Many times throughout the year, Fort Jackson receives complimentary tickets to area sporting events and/or cultural events. Some examples include the University of South Carolina, the Colonial Cup, Charlotte Hornets, concerts, etc. When you attend these events using the tickets provided, don't forget that you will be representing Fort Jackson and the Army.

Don't be surprised at the different attire at these events. South Carolinians take their event, sporting and cultural very serious. You will see business casual at football games and full hats and gloves at the horse races.

B. Reveille and Retreat on Fort Jackson

***FYI- The bugle called retreat was first used by the French army and is said to go back to the time of the Crusades. "Retraite" (we now call "retreat") signified the closing in of night and signaled the sentries to start challenging to maintain their security watch until reveille the next morning.*

The Bugle Schedule for Fort Jackson is as follows:

MONDAY THRU FRIDAY

0555: FIRST CALL
0600: REVEILLE
0655: ASSEMBLY
0700: MESS CALL
0715: ASSEMBLY
1200: MESS CALL
1300: ASSEMBLY
1650: FIRST CALL
1655: ASSEMBLY
1700: RETREAT, TO THE COLORS
1730: MESS CALL
2100: TATTOO
2245: CALL TO QUARTERS
2300: TAPS

SATURDAY AND HOLIDAYS

0600: FIRST CALL
0630: REVEILLE
0725: ASSEMBLY
0730: MESS CALL
1125: ASSEMBLY
1130: MESS CALL
1600: RETREAT, TO THE COLORS
1615: FIRST CALL
1620: ASSEMBLY
1625: MESS CALL
2100: TATTOO
2245: CALL TO QUARTERS
2300: TAPS

SUNDAY

0600: FIRST CALL
0630: REVEILLE
0725: ASSEMBLY
0730: MESS CALL
1000: CHURCH CALL
1200: MESS CALL

1125: ASSEMBLY
1130: FIRST CALL
1600: RETREAT, TO THE COLORS
1615: FIRST CALL
1620: ASSEMBLY
1625: MESS CALL
2100: TATTOO
2245: CALL TO QUARTERS
2300: TAPS

NOTES-

If you are outside, stand quietly at attention facing the flag or music with hand over heart.

If you are in car and near the vicinity of the Post Headquarters, stop, get out, and stand as above. If there are children, remain in the car.

It is respectful for children to stop playing, face post Headquarters and observe Retreat as well.

C. Fort Jackson Jargon

The following words, abbreviations and acronyms are common to Fort Jackson. We hope the explanations help you during your tour here!

AIT- Advanced Individual Training; The next phase of a graduating basic training Soldiers' training prior to being assigned to a unit.

USATC- United States Army Training Center

AT EASE- Attending to Every Army Spouse Exclusively; A group run by Spouses who meet the first of the month to socialize and share.

BRM- Basic Rifle Marksmanship; teaching Soldiers how to shoot, conducted during white phase.

Cadre- All Drill Sergeants and support staff who train Soldiers in Training.

CIE- Community Information Exchange; a monthly meeting for Commanders AND FRG Leaders to receive information on installation activities and issues.

Cycle- An 11 week training plan from Reception to Graduation.

Fill Plan- Fort Jackson's annual plan for Battalions and Companies to train Soldiers.

Holdover Battalion- The Battalion who is assigned to watch all the Soldiers in Training across Fort Jackson who do not go home for Victory Block Leave.

IET- Initial Entry Training (basic combat training and basic officer training); divided into three phases: RED- weeks 1 through 3, WHITE- weeks 4 through 6, and BLUE -weeks 7 through 10.

IMT- Initial Military Training (includes basic training, basic officer training, and advanced individual training).

MAC- Modern Army Combatives; Hand to Hand combat taught to Soldiers in Training. It's taught throughout the cycle, usually on Saturdays.

MEPS- Military Entry Processing Station; Soldiers go from these stations to reception units at BCT installations.

NBC- Nuclear, Biological, and Chemical; Soldiers in Training are subjected to riot control gas.

NIC- Night Infiltration Course; Soldiers in Training crawl under barbed wire while machine guns fire overhead at night.

Platoon Guide- A selected Soldier in training who assists the Drill Sergeant in accountability, barracks maintenance; commonly called PG.

PIE- Partners in Excellence; Other units or organizations on Fort Jackson that have other missions besides that of basic combat training. (For example, MEDDAC, Soldier Support Institute, Drill Sergeant School, etc.)

Reception Battalion- Where Soldiers arrive when they initially report to Fort Jackson for Basic Combat Training.

Rights of Passage- Ceremony, the week before graduation, where Soldiers in Training receive their Berets.

Snapshot- A Company's one page training plan for the cycle; this pretty much tells you where your Spouse will be on any given day.

Stable Call- Casual get-together the last Friday of the month at 1600 at the Officer's Club. Open to all ranks, civilians, PIEs and their Spouses.

Toe the Line- Formation in the barracks used for accountability.

Victory Block Leave- The leave period from about mid December through 2 January when most Soldiers in Training will leave for the holidays.

Victory Forge- Four day training exercise just before graduation. It culminates with the Rights of Passage.

X. OTHER FORT JACKSON CUSTOMS AND COURTESIES

A. Flag Etiquette

Federal law stipulates many aspects of flag etiquette. The section of law dealing with American Flag etiquette is generally referred to as the Flag Code. A great resource on Flag Etiquette is Independence Hall Association at www.ushistory.org.

Some general guidelines from the Flag Code answer many of the most common questions:

- The US flag should never touch the ground. Fold it properly and store it properly.
- The flag should be lighted at all times, either by sunlight or by an appropriate light source. Otherwise, it should be taken down prior to sunset. The flag should be flown in fair weather, unless the flag is designed for inclement weather use.
- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used for any decoration in general.
- Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- Wearing the American flag is disrespectful as a cloth print. The wearing of an actual American Flag is considered improper in all circumstances. This includes draping it over oneself. The flag should not be used as part

of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.

- The flag should never have any mark, insignia, letter, word, number, figure, or drawing of any kind placed on it, or attached to it.
- The flag should never be used for receiving, holding, carrying, or delivering anything.
- When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously. The flag should be cleaned and mended when necessary.
- When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner. It is more respectful to take down a torn flag than it is to keep flying. The proper disposal of the American flag is to burn it!

***FYI- The Fort Jackson Boy Scout Troop 89 on Fort Jackson Troop can facilitate this ceremony. The flag should not be thrown in the garbage.*

HOW TO DISPLAY THE AMERICAN FLAG

The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right [that means the viewer's left --Webmaster], and its staff should be in front of the staff of the other flag.



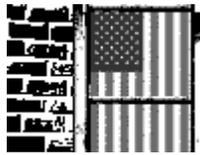
When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.



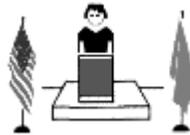
When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When festoons, rosettes or draping are desired, bunting of blue, white and red should be used, but never the flag.



When displayed in a window it should be displayed with the union or blue field to the left of the observer in the street.



When displayed from a staff in a church or public auditorium on or off a podium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker (to the right of the audience).



When the flag is displayed on a car, the staff shall be attached to the right side of the vehicle.

Rules compiled by the Independence Hall Association

B. When The Music Plays...

It is customary to stand for the Pledge of Allegiance and National Anthem.

FLAGS AND ANTHEMS COURTESIES

WHERE	REVEILLE	RETREAT WHEN PLAYED AS A PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	CANNON SALUTE TO HONOR A PERSON	MILITARY FUNERALS (FLAG DRAPED CASKET)	PASSING OF THE COLORS	POSTING OF COLORS
OUT-DOOR	ATTENTION RIGHT HAND OVER HEART	ATTENTION STOP VEHICLE AND FACE FLAG POLE	ATTENTION STAND WITH RIGHT HAND OVER HEART (Depending upon the solemnity of the occasion, it is appropriate to sing along)	ATTENTION	ATTENTION RIGHT HAND OVER HEART	ATTENTION STAND WITH RIGHT HAND OVER HEART (When the colors are six paces to your right, in front of you and for the six paces to your left, then you may sit as the colors pass in review.)	ATTENTION
IN-DOOR	N/A	N/A	ATTENTION STAND WITH RIGHT HAND OVER HEART (You can either place your hand over your heart; have your hands at your sides, or behind your back.)	ATTENTION	ATTENTION	ATTENTION	ATTENTION

NOTES-

Civilian gentlemen should remove headgear in both cases. Outside rules apply if the ceremony is moved indoors because of weather or security. This may be noted in the program or by the announcer.

One should not smoke, eat, chew gum, drink, use your cell phone, read or otherwise occupy themselves while the Anthem is playing.

Generally speaking, the National Anthem should be performed in the traditional manner in order to allow other U.S. Citizens to sing along should they so desire. Although not required, depending upon the solemnity of the occasion, it is appropriate to sing along.

It is appropriate to stand for the anthems of other countries represented as a sign of respect.

Stand for “Ruffles & Flourishes” (when a General is present, the band plays it once for each star he/she has).

Stand when the unit plays the Division, and/or Army song. You can usually find the words to both in the event program. It is encouraged to learn and sing proudly your unit song. The first verse and the refrain are listed below.

*****FYI- You will often hear the playing of “The Army Song”, a tradition added fairly recently. It is derived from the Field Artillery song “The Caissons go rolling along” written during World War I by two Field Artillery soldiers.***

The Army Song, 1956

First Chorus:

***First to fight for the right,
And to build the Nation's might,
And the Army Goes Rolling Along.
Proud of all we have done,
Fighting till the battle's won,
And the Army Goes Rolling Along.***

Refrain:

***Then it's hi! Hi! Hey!
The Army's on it way.
Count off the cadence loud and strong;
For where're we go,
You will always know
That the Army Goes Rolling Along.***

C. Service Banners Etiquette

Blue Star Service Banner:



Blue Star Flags have long been a part of our wartime history. They have been hung in the Family's windows of service men and women since World War I. These banners first became a way for households to indicate they have Family members in the service in 1917. At that time, World War I Army Capt. Robert L. Queissner designed this symbol in honor of his two sons **who were serving on the front line**. The stars are placed on a white background with a red border. If a Family has more than one person in the armed service, the stars are put one below the next on the banner.

Silver Star Service Banner:



The Silver Star Flags are symbols of remembrance and **honor for those wounded** or incurring illnesses during combat while honorably serving in the United States Armed Forces. It may be displayed or flown at anytime, not just wartime, and by families as well as the wounded and ill service members. The Silver Star Service Flag may be flown by anyone in remembrance of our wounded, ill and dying during peace or wartime. This banner was added after the Iraq conflict.

Gold Star Banner:



The Gold Star Banner became a tradition for a gold star to **represent a Soldier who had died** serving his country. Theodore Roosevelt's family had a banner with a gold star in honor of their son who was shot down over France in 1918. When a Soldier dies in action, the blue star is replaced with a gold star. Another method is to put a smaller gold star on top of the blue star so the blue still surrounds the gold. These banners are usually hung inside a window; however there are full service star banner flags now available.

If you decide to hang a full flag with a service star, it should be hung on the right side of your home. Therefore, as you look at your home, you would then see your service star flag on the right side and your American Flag hung on the left side of your home.

MEDAL OF HONOR RECIPIENTS

The Medal of Honor (MOH) is the highest military decoration awarded by the United States government. It is bestowed on a member of the United States Armed Forces who distinguishes himself “conspicuously by gallantry and intrepidity at the risk of his life above and beyond the call of duty while engaged in an action against an enemy of the United States”. The wearer of this medal, and the bearer of the MOH flag, is held in the highest regard. It is customary for all ranks to salute a recipient, regardless of the recipient’s rank. Additionally, wearers of the Medal of Honor are always saluted before others.

D. Interaction with the Basic Trainee Soldiers

TRADOC regulation 350-6 governs Basic Trainee Soldiers treatment. It states that,

- No cadre member may sell any product, service, or opportunity to IET Soldiers.
- No IET Soldiers will be directed to participate in or make purchases at any authorized fundraising activities conducted in the brigade, battalion, company, or training area.
- Family readiness group (FRG) fundraising activities are only permitted IAW AR 608-1 Appendix J, Army FRG Operations, AR 210-22, and Private Organizations on Department of the Army Installations.

AR 600-20, Army Command Policy, also states that “Any relationship between permanent party personnel and initial entry training trainees no required by the training mission is prohibited”.

Note-

It is also advised by command that the trainees cannot accept sodas, sweets, or anything outside of their modified and restricted diets, even if you are trying to be kind. It is against their training regimen.

E. Children- a reminder

No children or house guests should attend events, nor should you ask if they might attend, unless specifically invited. When you regret because of houseguests, the host or hostess may extend the invitation to include them.

BOTTOM LINE: If children are not on the invitation, the event is considered and adult event. It is inappropriate bring children and it is inappropriate to ask the host if it is ok to bring children. **YOU MAY NOT ASK!**

How do I know? Ask yourself, how is the invitation addressed?

SFC and Mrs. Joe Jones (no Children)

OR
SFC and Mrs. Joe Jones and Family (children are invited).
No children, unless specified.

F. Things that are ALWAYS Appropriate

- Hand written thank you notes
- Placing your hand over your heart when you hear the National Anthem
- Responding to RSVPs
- Always walk on your Soldiers left, this allows easy handshaking and saluting.
- If you need an umbrella, you should carry it; Soldiers are not authorized to carry umbrellas.
- As a sign of respect, Soldiers should walk on to left of higher ranking Soldiers; this also allows easy handshaking and saluting.
- When walking with your Soldier, linking arms, as if you are being escorted is acceptable, holding hands is not and no smooching!
- When using social media, remember OPSEC.
- Electronic devices should be put away, with the ringer off;
- When entering a Military Installation:
 1. When entering or leaving an installation with a guarded gate at night, dim your headlights 50 feet before the gate so you will not temporarily blind the gate guard.
 2. When it's raining, turn off your windshield wipers so you don't drown the gate guard upon approaching the guard shack.

G. Things that are NEVER Appropriate

- Using cell phones during any event, function, meeting.
- Texting during any event, function, meeting.
- Smoking at events without asking the hostess.

- Clothing that is too revealing, torn, display offensive or inappropriate wording.
- Using public military/unit related social networking sites, such as, Face book and Twitter, to voice negative personal opinions about your unit, your command, the Army, or the President. Of course you have the right to your opinions, but remember what you post can affect the morale and safety of many.
- Bringing or asking to bring children to events that are considered adult events.
- Smoking and chewing gum are inappropriate at military or social events.
- Public displays of affection, keep in mind that you can link arms, but holding hands and smooching is not allowed.

H. Fort Jackson Southern Flare

Good manners, the South, and hospitality go hand in hand. The folks in Columbia and the rest of state are the warmest and welcoming people around. They treat you like you are family. In a Southern Belle's Civil War Diary, entries show that the sharing of food, bed and other amenities, regardless of one's financial status, was second nature to Southerners during the most extreme times. This continues today. Southerners have been known to offer help and ask for nothing in return, even turning down offers of payment for their help.

In South Carolina, the use of ma'am and sir is a huge part of their culture. So, say "ma'am" and "sir" without fail. If any adult older than you addresses you (or vice versa), automatically attach the appropriate title to your response. For example, "Yes ma'am, "I reckon so, Sir", "Pardon me ma'am". And don't forget the basics of "Please," "May I," "Thank You," "You're Welcome," "Excuse Me," "Pardon Me." Neglecting this rule is apt to be interpreted as arrogance or insolence or just plain bad upbringing. And since we are the visitors to their state, it is important to understand this thinking. Southerners take these terms to heart and mean only respect by them.

Here are a few sayings to help you navigate social situations. The sayings below will definitely help you enjoy your stay in South Carolina. These can also be found throughout the gulf coastal region as well as South Carolina. These fun, quaint, and traditional sayings are part of your Fort Jackson tour.

- Act like you got some raising (use your manners)
- Sunday go-to-meetin' clothes (wear your best clothes)
- Well he/she's just down rite sorry (person not well thought of or respected)
- Fixin' to go (getting ready for whatever)
- Catawampus (crooked)
- "Those pants are so tight I can see her religion!" (pants too tight)
- Higher than a Georgia pine (drunk)
- Give me some sugar (someone wants a kiss or more)
- She's lost as last year's Easter egg (clueless)
- That really stirs my stew" (really makes you mad)
- "In all my born days" (never seen/heard of anything like that in my life)

The saying that is probably most heard is "Bless your heart." Southerners will use this saying when they want to say something ill-mannered about someone in a pleasant way or show true sympathy.

Some examples are 1: "She's as ugly as a mud-fence, bless her heart."

2: "Well, bless your heart, that must have been terrible!"

3: Drunk fella: "I think you're beautiful! Even if you were ugly, I'd STILL think you were beautiful!"

Recipient: "...bless your heart.

X. CONCLUSION

Handy Andy's Guide to Fort Jackson Livin' is not an official Army publication. However, the authors of this smart book are experienced leaders who have a passion for the Army and its Families. This is written to provide sound and proven advice to all at Fort Jackson. We ask that you use this smart book as a guide whenever a question arises in regards to "what do I wear?" or "where do I stand?" Thank you for helping make Fort Jackson a stellar installation where Soldiers and their Families do come first.

VICTORY STARTS HERE!



“Politeness goes far, yet costs nothing.”
Samuel Swift

Appendix A:

Fort Jackson's Welcome and Farewell Guide

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- I. Welcome
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I. Welcome

This Fort Jackson Welcome/Farewell section provides information for welcoming and farewelling commanders' Spouses. These guidelines are provided as a point of reference from which you may work.

The preferences of the Honored Guest must always be considered.

The reason a tea or coffee is recommended as a welcome is to allow the Guest of Honor to circulate. It could be a brunch, luncheon, or dinner based on the preference of your Guest of Honor.

It is a common Fort Jackson tradition to welcome the spouses with either a welcome tea or coffee to the spouses of the Commanding General, Deputy Commanding Officer, Chief of Staff, Brigade Commanders, and Battalion Commanders. If a Command Team is arriving or leaving together, it is acceptable to do a joint event.

Begin planning early. Three months before a projected departure/arrival is a good time to start planning. Often an exact date for a change of command is not known very far in advance, but a projected time frame can generally be anticipated. Begin overall preparations early; plug in specifics as soon as they can be determined.

2. Planning

The following areas will more than likely need a committee to ensure all aspects of the event are covered: invitations, club contracts and menu/refreshments, decorations, nametags, reservations/finances, pouring schedule, guest book, camera, escorts, and entertainment/program. You can combine two or three committees for convenience or you may want to eliminate a committee if there is no requirement. Suggest committees to be formed to accomplish the tasks for the event.

It is important to check the Installation Master Calendar to avoid conflict with other events.

Try to welcome within 2 weeks. It is appropriate to farewell shortly prior to the change of command/responsibility.

Two checklists follow to help you plan your event.

EVENT PLAN

EVENT: _____

DATE: _____

POC/OFFICIAL HOSTESS: _____

CONTACT INFORMATION: _____

Task/Committee	Chair/ Person Responsible	DATE DUE	Comments
Reservations			
Location/Contract			
Audio/Visual			
Food			
Nametags			
Escort			
Pouring			
Program			
Gift			
Narrator			
Decorations			

Checklist for Planning a Welcome/Farewell for a Commander or Command Sergeant Major Spouse

_____ 2-3 months out: When you know about the arrival/farewell of a command spouse, you will know you'll need to plan a welcome/farewell; check first with the CDR/CSM Spouse at the next higher unit level to make sure their schedule are open for the date(s) you are looking at!

_____ 2-3 months out: Plan your location and reserve the room, restaurant, or ensure an individual is ready to give up their home for an event. Please check with the Commander's Spouse at the next higher level.

_____ 2-3 months out: Either create your event menu with your caterer at your restaurant or make a list of foods needed and send out a sign-up sheet within your unit.

_____ 2 months out: Plan on what welcome/farewell gift you would like to give. There are many ideas out there- a welcome basket with items unique to the unit and/or South Carolina, a unit afghan, pottery piece with unit insignia, etc. This is also a good time to send a "welcome packet" from the unit, which might include where to eat, get your hair cut, dentists, etc. This is not the official welcome packet one would receive from the sponsor or ACS.

_____ 1 month out: Designate a person to become the reservation committee chair. This person works closely with the nametag coordinator.

_____ 1 month out: If you are planning to do the event in a private residence, select a food chair to send out a sign-up sheet within the units for the foods and beverages of the event.

_____ (4 to 6 weeks out) Invitations. Please see 'Whom to Invite' section for a complete list.

_____ 1 month out: Plan the narrator for the event- who will introduce the guest of honor and who will tell her background. Make sure you get some information from her or her spouse before the big day).

_____ 3 weeks out: Set up a Decorations Committee; this is also to include music. When using a 'room' at a facility, try to provide a few simple decorations and background music. You don't have to get elaborate- just use your own creative flair.

_____ 2 weeks out: Guest Book- purchase a guest book and an elegant pen or ask the Guest of Honor if she has one she would like to use.

_____ 2 weeks out: Order the fresh flowers for the corsage and/or centerpiece(s).

_____ 2 weeks out: Escort list should be compiled. Ensure you have a designated 'escort' to pick up the Guest of Honor (she should have the corsage and pin it on her at her home before departing). Have her arrive about 15 minutes AFTER the event is to start to allow time for the attendees to arrive.

Also, contact any general officer spouse that is attending or civilian guest and offer to provide them an escort as well. *(Note: Nowadays this tradition is usually declined, but it should be offered out of respect.)*

_____ 2 weeks out: A photographer should be laid on by now. Have the designated photographer to take pictures of the event and provide them to the Guest of Honor (it is a nice idea to identify the individuals in the photos, so she can start remembering faces and names).

_____ 1 week out: Nametag- Your designated Nametag Chair will start making nametags as the RSVP's start to come in. Now is the time to double check and re-check the nametags to make sure you have not missed anyone. They should be made up ahead of time. Remember to keep some blank ones available in case someone was missed. (This is also a good time to call anyone that has not RSVP'ed- you will be surprised how many have forgotten the event).

_____ 2 DAYS PRIOR: Quick rehearsal to ensure-

- _____ flowers/corsage are lined up
- _____ food will be incoming
- _____ decorations and music is squared away
- _____ nametags are about ready to be placed on the event board or a table
- _____ photographer is prepared
- _____ escort list is complete and everyone understands their role
- _____ guestbook and pen are ready
- _____ narrator is ready to go with background information to present and introduce guest of honor

Don't forget to settle up with the club or facility if you owe a balance before you leave the building after the event. HAVE FUN!

III. Who Should be the Hostess?

Welcomes should be established as soon as possible. A recommended guideline follows:

Honored Guest

Spouse of:

Post Commander

Deputy Commanding Officer

Chief of Staff

Brigade Commander

Battalion Commander

*Post Command Sergeant Major

*Brigade Command Sergeant Major

*Battalion Command Sergeant Major

Official Hostess

Spouse of:

Chief of Staff

Designated Unit Commander

Headquarters Staff Officer

BDE XO

BN XO

Senior CSM on Fort Jackson

Senior CSM in BDE

Senior 1SG in BN

NOTES-

A farewell or welcome for a CSM spouse is up to the commander's spouse.

It is up to the Commanding General's spouse as to how she welcomes/farewells the spouses of the Chief of Staff and the Deputy Commander. These options include a welcome at the senior spouse coffee or can be a separate event altogether.

The official hostess should always check with the Honored Guest to determine the most convenient date for her. For brigade events, the date should be cleared with the spouse of the Commanding General, if you wish them to attend. Out of respect, please place a courtesy call to the Commanding General's wife with the date and time.

Sometimes there are unit specific circumstances for welcomes that might need to be considered. Here are some common situations with an acceptable solution:

Situation/Solution #1- If, for whatever reason, the official hostess is unable to perform her duty, it is acceptable to ask for a volunteer hostess for the event.

Situation/Solution #2- If there are limited volunteers within unit; there still should be an acknowledgment of the welcome or farewell.

Situation/Solution #3- If there is no spouse, there should be some acknowledgment of the volunteer who “steps in.” This might take longer than the suggested 2 weeks time frame as it might take time to fill this role.

Situation/Solution #4- If the spouse who will not be relocating to Fort Jackson, then check by phone and see if they will be attending the Change-of-Command. If so, propose a small meet and greet either before or after the change-of-command ceremony. If not, then send a small token of welcome, such as a unit pin and a full unit roster.

The Honored Guest should also be asked for the names of any special guests they would like to invite.

Try to welcome within 2 weeks.

IV. Whom to Invite/Guest List

The following guest lists can be used for both a welcome and farewell function. However, these following lists should be followed more closely for a welcome, as a welcome is a function to get to know people on Fort Jackson. A farewell is a different function because a relationship within the Fort Jackson and possibly the Columbia community has already been created during command time.

POST HEADQUARTERS LEVEL EVENT

A function for the spouse of the *Commanding General*

1. All Officers' Spouses on Fort Jackson
2. All CSMs Spouses on Fort Jackson
3. All General Officers Spouses on Fort Jackson
4. Personal friends and family of the Guest of Honor

A function for the spouse of the *Post Command Sergeant Major*

1. All CSM Spouses on Fort Jackson
2. All Officers' Spouses on Fort Jackson
3. All General Officers Spouses on Fort Jackson
4. Personal friends and family of the Guest of Honor

BRIDAGE LEVEL EVENT

A function for the spouse of a *Brigade Commander*

1. The Commanding General and Post CSM Spouses
2. Battalion Commander Spouses and Battalion CSM Spouses
3. Battalion officers' Spouses and Non-Commissioned Officer (NCO) Spouses in the Brigade
4. Brigade and Officer Spouses NCO Spouses
5. All Colonels (O-6) spouses in Fort Jackson Command Group
6. Personal friends and family of the Guest of Honor

A function for the spouse of a *Brigade Command Sergeant Major*

1. The Commanding General and Post CSM Spouses
2. Battalion Commander Spouses and Battalion CSM Spouses
3. Battalion officers' Spouses and NCO Spouses in the brigade
4. Brigade NCO Spouses and Officer Spouses
5. All Colonels (O-6) spouses in Fort Jackson Command Group
6. Personal friends and family of the Guest of Honor

BATTALION LEVEL EVENT

A function for the spouse of a *Battalion Commander*

1. All Officers' and the CSM Spouses in the Battalion
2. All Battalion Commanders' Spouses in the Brigade
3. The Brigade Commander and CSM Spouse
4. Optional: Other CSM Spouses in the Brigade
All First Sergeants (1SGT) Spouses in the Battalion
The Chief of Staff Spouse
Commanding General Spouse
5. Personal friends and family of the Guest of Honor

A function for the spouse of a *Battalion Commander Sergeant Major*

1. All BN 1SGT's Spouses
2. All Battalion NCO Spouses
3. All battalion commanders' spouses and CSM spouses in the Brigade
4. The Brigade Commander and CSM spouses
5. Optional: The Chief of Staff Spouse
Commanding General Spouse
6. Personal friends and family of the Guest of Honor

V. Location

As soon as a date has been set, determine a location and reserve a room.

Venue/Address POC/PHONE	Cost	Contract	Menu	Facility	Capacity	Food Options
Officers Club 3630 Semmes Rd Mgr/Assist Mgr 751-4906	*Free	Y	Y	Many rms	Side Rooms: 30 Ball Rm:	Y, On-site
NCO Club 5700 Lee Rd Mgr 751-3933	*Free	Y	Y	Many rms	Side Rooms: 30 Ball Rm: 300	Y, On-site
Golf Course Bldg 3652, Chesnut Rd General Mgr 787-4344	Fee	Y	Y	2 Rooms	Small Rm: 30 Large Rm: 100	Y, On-site
Solomon Ctr Bldg 6510, Strom Thurmond Blvd Special Events 751-4218	Fee	Y	N	Many rooms	1 small enclosed: 30 Other sm: 25 Main floor: 700	Y, only if utilize on- post clubs
Family Readiness Ctr (FRC) 3499 Daniel St Installation FRSA 751-7239	Free	Y	N	2 Rooms w/STACC	Conference Rm: 12 Class Rm: 30-35 STACC: 9	Bring own food, sm kitchen
Family Life Resiliency Ctr (FLRC) BLDG 5460 (behind Strom Thurmond Bldg) NCOIC 751-	Free	Y	N	2 Rooms	Small Conference Rm: 12 Large Conference Rm: 40 Main Sitting Area: 15	Bring own food, sm kitchen
Weston Lake Recreation Area MWR 751-5253	\$150/day plus a \$200 refundable deposit	Y	N	Community House	Max 400	Small kitchen
Twin Lakes POC Phone	\$30	Y	N	Overhead picnic area	Max 75	Grills available
Heise Pond (a.k.a. Alpine Lodge)	\$100 rental (Sat only) Tables/Chai r fees (inquire)	Y	N	Large Rm	Max 100	Small kitchen

Heise Pond (a.k.a. Alpine Lodge)	\$100 rental (Sat only) +T/C fee inquire)	Y	N	Large Rm	Max 100	Small kitchen
Joe E. Mann 3292 Magruder Ave Building Coordinator 751-4215/4815	\$500 per 8 hours	Y	N	Banquet Hall	Max 328	Large kitchen

NOTES-

For official Army functions, there is no cost.

For Flag & Name Plate requests: Contact your local protocol office.

For Catering requests: Contact the NCO Club and Officers Club.

OFFICIAL FUNCTION GUIDE

Directorate of Family and Morale, Welfare and Recreation Fort Jackson, SC

OFFICIAL FUNCTION The following is a list of approved official functions which may be held in the Fort Jackson Officers' Club, NCO Club, or Magruder's Pub and Club at no charge to the unit. Indicate the type of function planned by initialing in the space provided.

Initial One:

- _____ 1. APF/NAF funded events (Protocol 012 funded, CIE AFAP)
- _____ 2. Military training
- _____ 3. Command Hosted Conferences (excluding associated social functions)
- _____ 4. Change of Command, Retirements and Promotion Ceremonies (excluding associated social function)
- _____ 5. Prayer Breakfast
- _____ 6. POI supported Events (Dining In or IceBreaker)
- _____ 7. International Night
- _____ 8. Cultural Awareness Programs
- _____ 9. Awards Ceremonies
- _____ 10. Law Day Ceremonies
- _____ 11. Government Civilian Training
- _____ 12. Family Readiness Group Meetings
- _____ 13. Meetings, Briefings and Training Sessions Conducted and/or Hosted by
Fort Jackson Military Units, Tenants and Partners
- _____ 14. Memorial Services For Fallen Soldiers
- _____ 15. Any other event specifically designated as an Official Function by the Garrison Commander

Each official function organizer must schedule the event in advance with the club facility in which it will be held and provide complete contact information and signature as the point of contact for the event. Availability of the facility is not guaranteed until a signed contract has been completed with the FMWR facility where the event is to be held.

Food, beverage or entertainment is the sole responsibility of the organizing Installation entity and will be contracted separately with the Officers' Club or NCO Club Catering Office by the official function organizer. Food, beverage or entertainment expenses are not authorized to be paid with Government funds. The organizing event entity is responsible for ensuring that payment is arranged with the Fort Jackson club facility for all food and beverage provided. Non-MWR Caterers are not allowed to provide food and beverage for events held in any FMWR facility.

I certify that my event meets the criteria of an official function as selected above.

Name of Event		Scheduled Date
Customer Name (Please Print)	Phone	Email
Customer Signature	Date	Unit/Org Assigned
Club Manager Signature	Date	

VI. Parking

Check with the club manager, building manager to arrange three to four reserved parking spaces for use by special guests.

VII. Refreshments/Contract and Menu

If the function is to take place during a busy social season and is to take place at a location requiring a contract the following may apply:

- *Select alternate dates from which to choose
- *Make an appointment with the catering office to discuss the menu and table setups.
- *Set a date to pay the bill.
- *Meet with the catering representative at the club and make the following arrangements:
 - a. Confirm your request for a room- room name, date and time.
 - b. Request the use of a red carpet and rope for a receiving line, if desired.
(Note: Did you know that the red carpet is used to honor those in the receiving line, i.e., the hostess and the Honored Guest(s), and to provide a softer surface on which for them to stand?)
 - c. Request a podium, microphone and piano, if needed.
 - d. Select table linens to be used. This should be coordinated with the decorating committee. Carefully review the contract with the club to be certain they know exactly what you want. Decorations should be coordinated with either club.
 - e. Decide on the table arrangement. You should also request tables in the hallway for nametags and the guest book, and perhaps a table near the podium for the gift. For your event, request some discard tables for depositing empty plates and perhaps a few chairs available for guest who may tire.
 - f. Select a menu from the club's catering book, provide your own recipes, or discuss with the catering manager what the official hostess has in mind food/beverage wise for the Guest of Honor.

After the function settle the bill. Keep in mind that you will pay for all food orders, whether all guests attend or not.

If the function is going to be done at private residence, it needs to be decided if a catering company will be used or if the attendees will provide foods and drinks for all.

VIII. Invitations

Invitations should be mailed three to four weeks prior to the event. It is best to check with the Installation Calendar before invitations are printed. Invitations to functions may be done in a number of ways:

- a. Handwritten invitations can go to the Spouses of general officers and civilian guests.
- b. Printed invitations may be sent to all others on the guest list
- c. Electronic invitations are also appropriate if the official hostess has no problem with the idea.

It is a good idea to send electronic invitations to ALL, for the ease of Rsvp'ing.

Make sure you have a printed copy of the invitation for the Guest of Honor to place in her guest book though.

Handwritten/printed invitations should be written in the third person in black ink on single white cards. In the lower left hand corner, "RSVP", with the telephone number(s) and point(s) of contact should be indicated. Note the proper form for the name of the Honored Guest ("Mrs." Plus her husband's name); this form should be also used when addressing the envelopes for the invitations (i.e., "Mrs. Jon P. Hooah, not "Mrs. Emily Hooah").

A courtesy invitation "to remind" should be sent the Honored guest.

A current list of general officers' Spouses and their addresses are available from the post protocol office.

A sample invitation:

<p>The Spouses of the 171st Brigade Army Training Center, Fort Jackson Request the pleasure of your company at a Farewell Reception In honor of Mrs. David P. Hooah On Wednesday, the sixteenth of October At Seven o'clock in the evening Fort Jackson Officer's Club</p>	
RSVP Emily Doright, 123-4566 Emily.doright@us.army.mil By the ninth of October	<p>\$12.00 Checks payable to Fort Jackson Officer's Club</p>

IX. Reservations

Select a person to head your reservation committee. You will more than likely work with the people making nametags. Each unit POC may take reservations for those in their groups and enter the names and phone numbers/emails on a reservation spread sheet provided by the reservation chair(s).

If payment is being accepted at the time of the function, separate tables may be provided for prepaid and unpaid attendees. This ensures a gracious way to ensure payment. Please use highlighter or ink to verify attendance is correct. Write in pen only and print clearly on your reservation spread sheet. Excel is an excellent tool for this project.

After the reservations deadline, the committee checks to see that spread sheet is complete verifying paid attendees and their payment. The final total of reservations along with the prepaid and pay at the door names are given to the Official Hostess as well as the club committee if there is one.

X. Payment

At a venue:

All military and civilian guests, except for the Honored Guest, will pay their own way. The Honored Guest will pay for their family members who attend though; other personal guests will pay their own way, or by the Honored Guest, at her/his discretion.

Payments can be made using a club member's card or by personal check mailed to the person taking the RSVP's. Cash may be taken, either at the door or paid to the unit POC, if decided in advance by the hosting unit. Payments should be made ahead of time and by units if possible. Make a list of units participating and contact the POC for that unit.

At a personal home:

It is appropriate to ask for donations of either food or monies. Make sure you have a list of who contributed what, as to avoid a potential conflict after the event.

***NOTE-
NO UNIT FUNDS MAY BE USED FOR SUCH FUNCTIONS!***

XI. Nametags

Nametags should be used at all farewell and welcome functions. They should be made up in advance for the spouses of general officers and civilian guests.

Everyone should have a name tag except the Guest of Honor.

Use an invitee's first name and last name on the nametag (i.e., "Anne Hooah"). For a more traditional event, it is appropriate to put the attendee's name as "Mrs. John Hooah". It can also be helpful to include the unit beneath the name of the attendee.

Blank nametags should be available for all others attending. Check with reservations chairperson for the number needed and the list of those to be done in advance. Coordinate with the decorating committee to determine colors and theme.

Nametags should be placed on the right side of your clothing, as that is where your eyesight naturally goes when one shakes hands.

NOTE-

See Appendix B for Nametag Help and Hints.

XII. Escorts

The escort committee provides an escort for each General Officer's Spouses and the Guest of Honor. Try to pick the logical escorts.

NOTE-

Often junior spouses are given this opportunity.

Arrival of the Guest of Honor:

If your event **IS** having a receiving line- the Honored Guest should be picked up at her residence to arrive at the ceremony 10-15 minutes prior to starting the receiving line.

If your event **IS NOT** doing a receiving line- the Honored Guest should arrive 15 minutes late.

The escort greets her designated special guest and introduces her as their escort. The escort then would check the guest's coat and take her to the receiving line or table, offer refreshments, and then introduce them to people. Once the Guest of Honor is engaged in conversation, the escort may leave, checking back occasionally. If you are the guest of honor's escort, it might be a nice gesture to have hand sanitizer available for them after the receiving line.

At the end of the event, the escort sees the honored guest to the door or possibly takes her back to her residence. The escort committee provides this detail in advance, per the Guest of Honor's wishes.

XIII. Receiving Line

A receiving line is very important at a Welcome because each lady has an opportunity to be introduced to the Guest to Honor. A short line is best. The hostess would be the first in line with the Guest of Honor next. Make sure the receiving line is inside the main room, away from the entrance, nametag/payment table, and reception area to avoid confusion.

Farewell functions need not always have a receiving line. Ask the Guest of Honor which she prefers.

For the wife acting as the introducer, a safe and good rule of thumb is to say first, the name of the lady in the line (the Guest of Honor), then the name of the lady coming through the line. Always introduce junior to senior wives.

NOTE-

Guests going through the line do not shake hands with the introducer (just as you do not shake the hand of the adjutant in a military receiving line).

Give your name to the introducer. She will introduce you to the Guest of Honor, whose hand you **DO** shake, while you are saying a simple "Hello" or "Welcome to Fort Jackson". Other than not drinking, smoking, texting, or being on your cell phone while going through the line, that is all you need to know about receiving line etiquette.

Often times, receiving lines at a welcome are not as formal, the introducer manages the flow and the attendees introduce themselves. The receiving line will probably last no longer than 20-30 minutes (15 minutes at battalion level), so please try to arrive before the receiving line is disbanded. After that time, the hostess simply says, "I think all of our guests have arrive, now we can visit them"; or something to that effect. During the event, mingle and visit with as many guests as possible. Merely say, "Excuse me," and move on to other guests.

NOTE-

It is inappropriate and rude to leave your Guest of Honor standing alone. You should be close enough to her to interject when needed.

How do we allow committee members to meet the Honored Guest and still fulfill their assigned tasks? We recommend the following solution. Once the receiving line has been set up, let the committee members go through the line before the other guests arrive. Then when the senior lady arrives, have her go through the line with her escort and start the pouring, if this will be occurring.

Note-

*If you arrive after a receiving line is completed;
it is YOUR responsibility to introduce yourself to the Guest of Honor.*

XIV. Pouring

Being asked to Pour is an honor in American society. Although not common today, pouring at a tea is an honor because it provides an opportunity to see and chat with a number of the guests as they ask you to pour for them. At the time this American tradition was established, coffee was the most popular drink; more guests would approach the lady pouring coffee than those serving tea or punch. That's why the beverages are ranked: coffee, tea, and punch, in that order. Traditionally, pouring should be done according to the husband's rank and date of rank, thus, the senior ranking wives would be pouring coffee, keeping in the mind the rank ordering of beverages. Therefore, your punch should be served by the wives of the junior officers and juniors NCOs.

A pouring list can be compiled by considering either all the guests who will attend (keep in mind the Guest of Honor is NEVER asked to pour) or only those from the hosting group. The Pouring Coordinator should ask guests in advance if they would do the honor of pouring. Each pourer should be told their position, time of start and length of time to pour (this could be anywhere from 5 to 15 minutes, depending on how the list is done), and whom they will follow. Put a small card inconspicuously at each pouring station with the schedule for that position.

Who Pours?

At Brigade level, the wives of the Command Group, along with the wives of Battalion Commanders, and staff within the brigade are traditionally asked to pour coffee and tea.

At Battalion level, the wives of the Command Group, Brigade Commander, Battalion XO, Battalion 1,2,3,4 and company commanders pour and tea.

Put a small card inconspicuously at each pouring station with the schedule for that position. The Pouring Coordinator should be familiar with the schedule so that if a scheduled guest does not arrive, they can ask someone to pour a little longer or make a substitution. Be relaxed and flexible so all can enjoy the event!

Please do not live until you are relieved by the next pourer.

Assign one of your committee members to watch each station and make escorts aware of these committee members.

A chair and cloth napkin should be provided for the coffee and tea servers and a napkin for the punch server.

It is not necessary to have pourers available until the very end of the tea. Traditionally, pourers should be available through the first hour of the event or until the receiving line has ended and the presentations begin. At this time, it is acceptable to stop pouring (even if others are on schedule).

At large functions, doors should remain closed to guests until the receiving line begins.

Guidelines for Pourers

For serving coffee and tea:

1. Sit at the table in front of the tea service. Place a napkin in your lap.
2. If you are serving both coffee and tea, ask which the guest prefers.
3. Pick up the cup and saucer before filling it.
4. Ask if the guest would like cream or sugar (for coffee) or milk, sugar or lemon (for tea). *[Milk should be used for tea because the tannic acid in tea may cause cream to curdle.]* Anything added is put in after pouring the coffee or tea. Sugar is put in before cream/milk or lemon. Lemon slice, if desired, is put in the cup, not on the saucer.
5. As a rule, the pourer does not stir the coffee or tea (unless only one or spoons have been provided).
6. Hand the cup and saucer to the guest with the cup handle to the guest's right. Spoons and napkins are usually arranged for the guests to help themselves. If not, put a spoon on the saucer (if milk or sugar has been added) and hand it to the guest along with a napkin.
7. If no one else checks on the supply of the coffee, tea, cream, cups, etc., the pourer should ask someone to see that they are replenished *before* the run out.

NOTES-

If you are unsure as to which pot is pot, please ask. There is a huge difference between a coffee and a tea pot.

Spills will happen and the event will continue. "Don't cry over spilled milk."

For serving punch:

1. Stand by the table next to the punch bowl.
2. When someone approaches to be served, ladle the punch into a cup held over the punchbowl. Do not fill the cup so full that it is difficult to handle.
3. If the outside of the cup gets wet as you fill it, blot it with a napkin. (Ladies seldom pour without dripping!)
4. As you hand the cup and napkin to the guest, turn the cup so that the handle is in a position for him/her to easily take it from you.
5. If no one checks on the supply of the punch and cups periodically, ask someone to see that they are replenished *before* they run out

XV. Decorations

Use your own creative flair for decorating. The decorating committee should determine the color theme and/or overall theme and corresponding table arrangements and, if appropriate, coordinate with the club(s). Make sure a few tables and chairs are available for guests who tire. Discard tables should be positioned throughout the room to provide a place for soiled cups and plates.

Use your own judgments about candles. Candles should and can be used at teas occurring after 6pm. However, if you use them, light them.

Quiet background music is another consideration. If you know your Guest of Honor, maybe some pieces they prefer would be nice, such as jazz, classical, etc.

XVI. Flowers- Corsages and/or Floral Centerpieces

In regards to corsages, many ladies today do not wish to pin a corsage on their clothing. A few alternatives to a full corsage include a single flower corsage with baby breath for a single long stemmed rose or perhaps a wrist corsage. Ask your Guest of Honor if she wishes a corsage at all.

In addition to the corsage that is given to the Guest of Honor, any floral centerpiece that is used may also be given as a gift. A centerpiece should be full on all sides so that it can be seen from any angle. A simple centerpiece using seasonal fresh flowers or silk flowers is recommended. Side tables may have very small flower arrangements of just one or two flowers.

NOTE-

Too many flowers can be an overkill.

XVII. Guest Books

Purchase a guest book or ask the guest of honor if she has one she would like to use. Place the book on a small table. Provide an elegant pen and stand or sit beside the book to encourage people to sign it. Place the table, preferably near the entrance of the room, where it will not interfere with the receiving line.

Sometimes, the nametags and guest book are near one another to ensure accountability of guests.

XVIII. Audio/Visual (Cameras, camcorders, etc.)

For either a Welcome or Farewell, it is recommended that a volunteer photographer be present to take photos/video for unit archives and the Guest of Honor's collection, scrapbook, etc. Pictures should be taken throughout the event, but especially of the Guest of Honor, the table with the hostess committee, guests greeting those in the receiving line, and of any presentation.

NOTE-

Please don't take photos of the Guest of Honor or any attendee eating, blowing their noses, drinking, etc.

Please do not post photos anywhere WITHOUT asking first.

XIX. Master or Mistress of Ceremonies (MC)/Narrator

The MC should be someone who is not afraid to speak in front of people. This person will introduce the Guest of Honor and who will tell her background. Make sure you get some information from her and/or her spouse before the big day.

XX. Program

A program can be distributed to the attendees or kept within the committee members to ensure the event go smoothly. For each event, the sequence will be different dependent upon the wishes of the Guest of Honor.

An example of a program:

Sequence of Events for the Farewell of
Mrs. Andrew Jackson

1. Arrival of Guest of Honor
2. Receiving Line
3. Guests Mingle
4. Call to Order by the MC
5. Video Presentation
6. Presentation of Gifts
7. Guest of Honor Speech
8. End of Event called by the MC

XXI. Welcome and Farewell Gifts

A gift need not be expensive to be a meaningful reminder of friendship and sincere appreciation.

A small welcome gift might include a unit lapel pin or a piece of dinnerware, cookware, pottery, or baskets that is native to our area.

Most farewell gifts have dates, places, or names on them to see as a reminder of the great experience that was shared. Examples include stained glass panes, a watercolor print, wall hangings and throws, pottery pieces, scrapbook, etc.

If a personal gift is to be given, give it separately and very discreetly. This should technically be a group gift. Be smart.

Although the regulation does not apply specifically to spouses, common sense dictates that we comply with the sections of the Joint Ethics Regulation (JER) that regulates the standards of conduct for employees of the Executive Branch. The JER establishes a limit on the total value of gifts to a departing superior. *(As of this writing, that limit is a total of \$300.00) This policy includes group gifts, i.e., everyone donates \$ 10.) This is the maximum dollar amount that can be spent, at any level.* The Fort Jackson Office of the Staff Judge Advocate can give guidance and advise if regulations have changed. They can be contacted at 803-751-7657.

A final word about gifts: *Due to close Department of the Army scrutiny of commanders regarding gift acceptance, any gift exceeding the set amount could result in dire consequences for the outgoing commander.* As spouses, we too will comply with the guidelines

XXII. Closing Thoughts

Use this guide to help you plan and execute a warm welcome or farewell for your unit's leading lady. The personality of your unit should mold the final tone of the function. Each social function is unique and will require common sense adjustments.

Keep good notes and make a thorough after-action report to ease the workload at future welcoming and farewelling functions.

At a Welcome, the hostess should introduce the Guest of Honor with a few words of welcome. It is a nice touch to present her with a welcome gift. She may want to say a few words, let her.

At a Farewell, a few kind words of thanks and farewell should be expressed to the wife of the outgoing commander. Present her with her farewell gift. And allow her to share her thoughts.

In closing, please remember that this information should be used as a guideline only.

***Additionally,
the preferences of the Honored Guest MUST always be considered.***

AFTER-ACTION REPORT

EVENT:

GUEST OF HONOR NAME:

POSITION:

DATES IN POSTION:

DATE OF EVENT: (INCLUDE FULL DATE, MONTH, DATE, YEAR)

TIME:

PLACE:

HOSTESS/HOST (TO INCLUDE UNIT):

LOCATION:

INVITATION TYPE: HARD COPY HANDWRITTEN ELECTRONIC

EXPENSES: Please attach any receipts to this AAR for records.

ANTICIPATED ATTENDANCE: (NUMBER OF RSVP'S)

ACTUAL ATTENDANCE:

What went well?

What challenges occurred?

Lessons learned-

The goal is to have after-action reports which are concise and which contain information which is easy to identify. The ideal report would only be one page in length. A second plastic cover sheet may be used for samples of flyers, name tags, programs, etc, and any special details.

Signed _____

Contact Information:

Telephone _____

Email _____

Appendix B:

Nametage Help/Hints

Nametags are worn so other people know your name. Wear your nametag on the right side of your clothing. This is the same place your Solider wears their nametape. The name is on the right side of the clothing because when you shake hands your eyes naturally go from your hands to the persons' face on the right side of their body. Place the tag or badge as high up on your right shoulder as possible to give other people the best and easiest view of both the tag and your face.

Name tags are recommended at large official functions to facilitate introductions and conversation. Name tags also serve as an invaluable aid to the protocol officer/reservation chair, since unissued tags identify guests who have not arrived. The left over nametags reveal these guests who have not arrived/will not attend, and then the protocol officer/reservation chair can arrange seating. To eliminate empty spaces at the tables, place cards should be placed at the Head and VIP tables only.

If you are creating nametags, it is important to know the event you are creating the nametags for, such as a welcome, a seminar, a team bonding event, etc. as the information you want on the nametags will change with the event. Some examples include:

A Welcome Nametag might look like this:

Anne Hooah 171 st BDE, 120 th BN

A Nametag for an Event off Post might look like this:

Betsy Seal Navy Chaplain Commandant Office Fort Jackson, SC
--

An FRG event nametag might look like this:

Rachel Jackson 3/34 BN A Co.

A nametag for a unit team building event might look like this:

Hilde Drill 161 BN C CO. 2 sons and red
--

Nametags for official events do have a template, whereas nametags for coffees and FRG events can be very specific to the theme of the event.

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