

Region One Ceremonies Manual



SFI REGION ONE CEREMONIES

Though some might think we're playing "dress-up" when we're resplendent in our STARFLEET uniforms, it is important to show that WE take ourselves seriously, though outsiders might not. As an organization, we've accomplished a great deal in the spirit of "Star Trek" and in exemplifying the ideals of the "Great Bird". In doing so, we (like any other organization, from the Scouts to the military) mark those accomplishments with recognition and ceremony. Thus is the need to suggest decorum and establish tradition that is unique to STARFLEET.



Presently, starships space stations, fleets, and even international STARFLEET gatherings create ceremonies as ability and feasibility permits. This section of the "SFI REGION ONE Awards Manual" *suggests* formats for assembling a ceremony for just about any occasion; from the chapter level up to the international level. I say "suggest" because the following guidelines may be modified as necessary, used exactly as stated, or you may come up with your own (though using a guideline that everyone's familiar with permits all SFI REGION ONE members attending to already know what to do at the appropriate times). You may also wish to alter your ceremony to reflect on of the various cultures known to the Federation. For instance you may want to do a traditional Tavnian wedding instead of a human or Betazoid wedding, or a Klingon Death Ritual instead of a Ferengi one. These guidelines will especially benefit those ships that want to create a ceremony, but have no idea how to go about it. After doing so once, members may be inspired to come up with ideas for the next event, once they've gotten into the spirit of the decorum and traditions of the ceremony.

As STARFLEET is based on the traditions of the 20th century US Navy, certain aspects of SFI REGION ONE ceremonies will likewise have recognizable elements involved; or you may follow those naval traditions exactly. Thus if you'd like to modify your ceremony accordingly, then consult those naval manuals that detail naval ceremonies and traditions.

What follows are basic ceremony formats for SFI REGION ONE. These ceremonies can stand-alone or be incorporated with a STARFLEET "Dining Out" (dinner party) as applicable.

BASIC CEREMONY ELEMENTS

All ceremonies and special occasions that took place on a sea-going vessel (as space or the Captain allows) is the Quarterdeck. Tradition calls for the Quarterdeck to always be spotless, polished, and always regarded with respect. For a SFI REGION ONE ceremonial function, the room in which the ceremony takes place is regarded as the Quarterdeck.

The following elements are typical (or as the particular ceremony requires) for ceremonies on the Quarterdeck.

FIGURE -4 - Quarterdeck Arrangement 1

This illustration depicts a starship quarterdeck or recreation room arranged for a "Dining out" arrangement.

Quarterdeck KEY:

- | | | |
|-----------------|----------------------|----------|
| 1- Head Table | 2- Podium and Table | 3- Flags |
| 4- Award Table | 5- Display Table | 6- Bar |
| 7- Buffet Table | 8- Ship's Bell Table | |

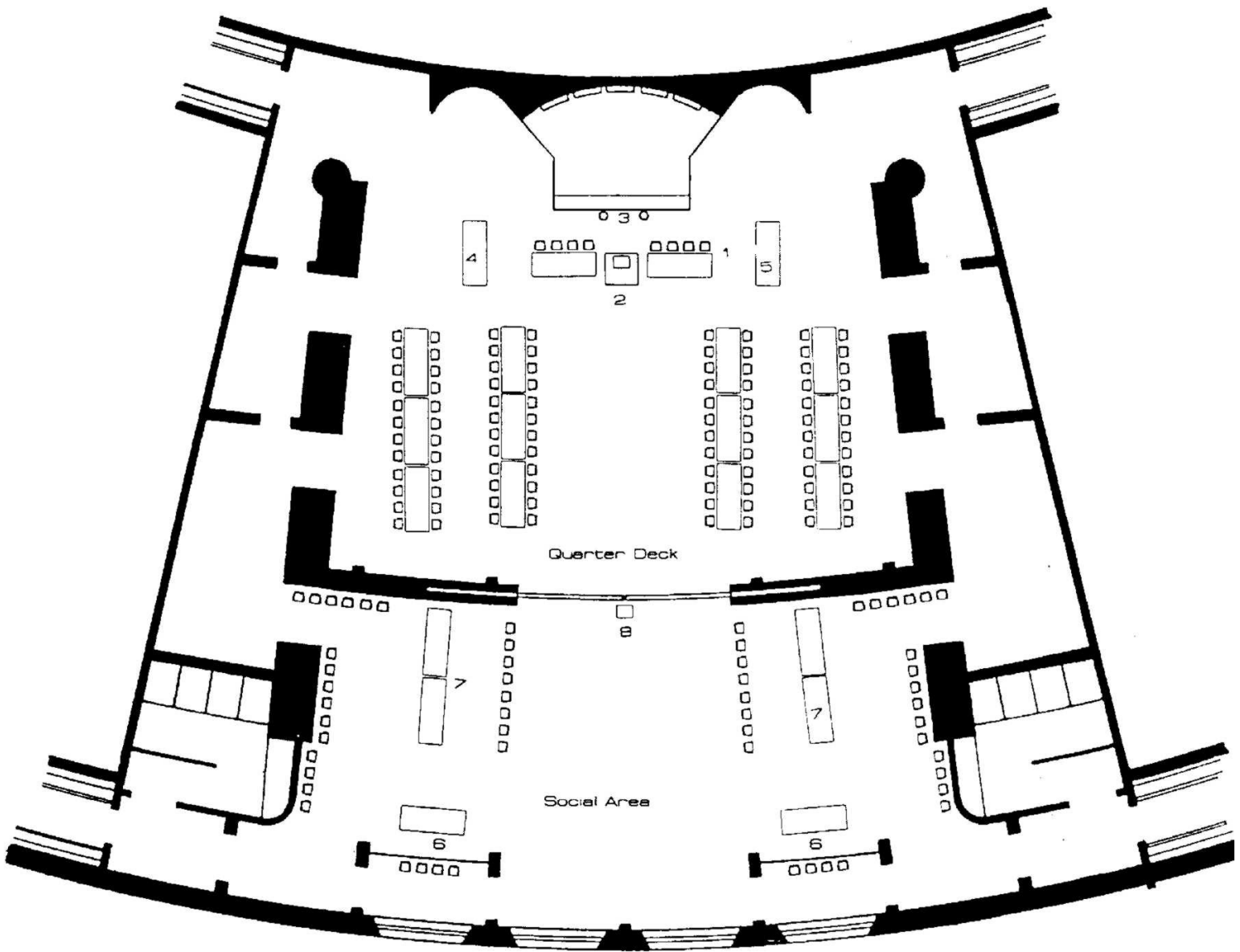
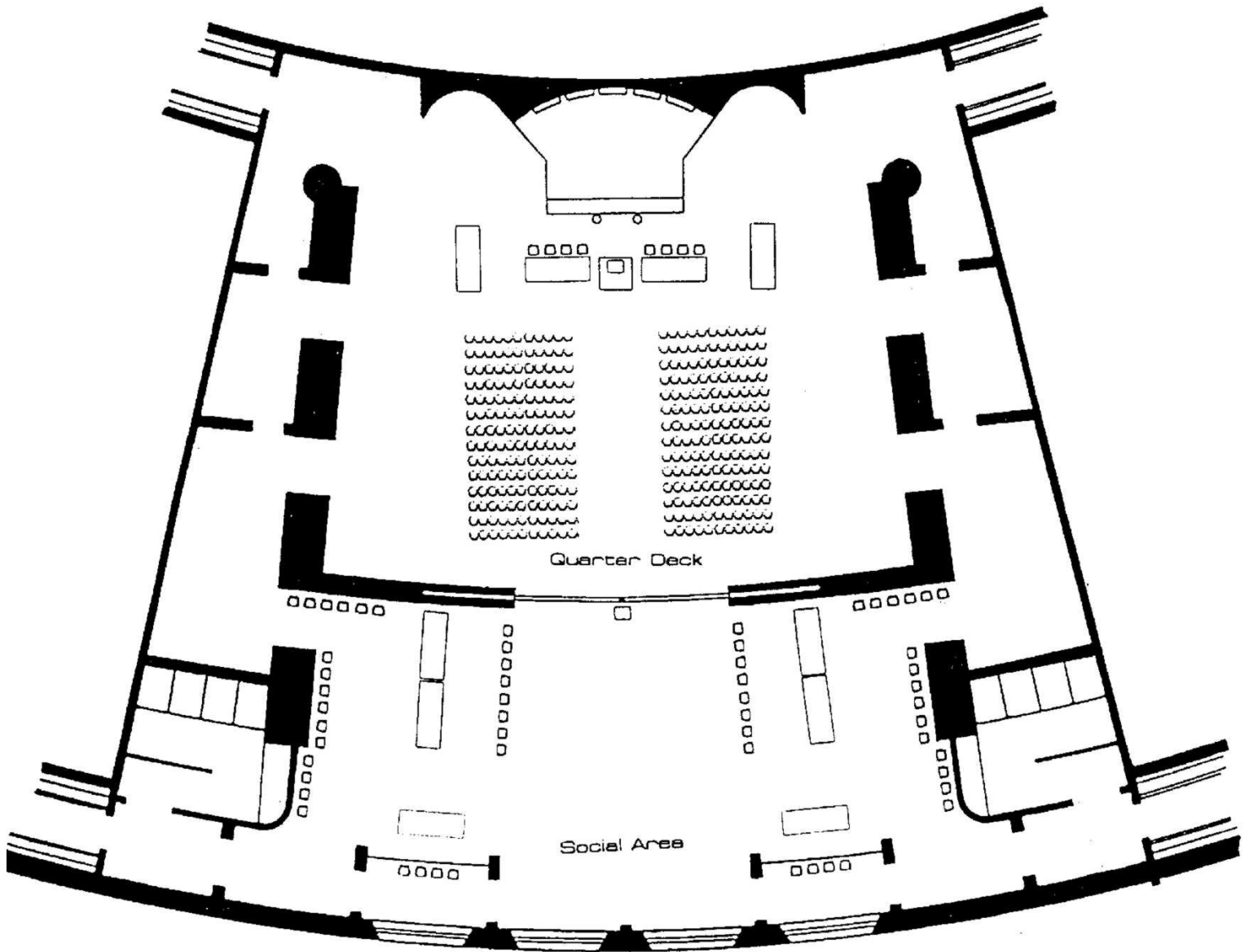


FIGURE -5 - Quarterdeck Arrangement 2

This illustration depicts a starship quarterdeck or recreation room arranged for a ceremonial arrangement.



HONOR/COLOR GUARDS - Your Security department and/or SFMarine Strike Group (or Cadet Corps as available) SFI members and SFSO members may do these duties:

- β Are stationed at the entrance to the Quarterdeck to pipe aboard guests, announcing their arrival.
- β Bear the colors (flag and banners), and escort the “Head Table” personnel (official and guest speakers who’ll sit at the Head Table) into and out of the Quarterdeck.
- β Are stationed at the Head Table as aides.
- β Escort the spouses/parents/guest of the Head Table personnel to their seats before the ceremony; and to aid physically challenged attendees.
- β A “Sergeant at Arms” is designated to deal with any unruly attendees! (like Cardassians, Romulans, Ferengi, bureaucrats, etc.)

MASTER OF CEREMONIES (MC) - The “MC” is the officer officiating the ceremony. He/She is usually a designated senior officer, if not the Commanding Officer (especially if the CO is the guest of honor or not available).



DUTY OFFICER - Designated junior officer or cadet to aid the MC.

CHAPLAIN - The Chaplain gives the invocation, benediction and performs other Chaplain duties as needed; otherwise, the CO may give the invocation and benediction only.

DECK OFFICER - This officer is responsible for overseeing the Quarterdeck, making sure all is as it should be, and that all audio/visual aspects of the ceremony are ready.

COLORS - As possible, there should be a National flag (at the least) and a STARFLEET flag and/or Ship's Flag or banner to be brought in and out of the Quarterdeck (or behind the Head Table).

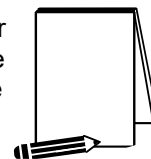


TABLES AND CHAIRS - There should be chairs for all attending; in addition, extras for last minute attendees. Tables needed are as follows:

- A Head Table - for guest speakers, the guest(s) of honor and those officiating the ceremony. A tabletop or freestanding podium should be available as well. If the ceremony is not part of a dinner, there should be water pitchers and glasses for the speakers.
- A Awards Table - for an award ceremony, the awards table holds the awards to be presented. The table should be covered so that no one may see the awards to be presented until the ceremony starts.
- A Display Table - to display items to be used in the ceremony.
- A Ship's Bell Table - this small table holds the ship's bell (or whatever device that serves that purpose) and is stationed at the entrance to the Quarterdeck. After all are aboard, the Bell Table is brought to the Head Table and placed by the MC.

DECORATIONS - As dictated by the type of ceremony, decor should be tasteful. Additionally, you can include Trek pictures, department logos, STARFLEET logos, Trek models and props, and whatever else you think fitting.

INVITATIONS AND PROGRAMS - Experience dictates that most attendees will decide near the last minute if they're going to attend a STARFLEET function. Yes, it's not fair, but at the same time, some may need time to save money for the event. Others simply like to pay at the time of the event and not prior. One suggestion for this situation is to alert those who indicate that they're attending, but choose to pay at the door; that they will be responsible for paying if they don't appear. A STARFLEET member should be on his/her honor to do the right thing rather than have a fellow member get stuck with a needless expense.



When planning an event, be aware of any other events that may compete with yours. If a convention is scheduled 30 days before or after your event, guests would have to weigh spending money for the con or your event.

Invitations should go out a minimum of 30 days before the ceremony if local (60 days if inviting guests from out of town or state), 60 days if receipt of money for the event is necessary. Include all necessary information, especially a clearly detailed map to the event and who to contact for additional details. Also, include information for lodging for out-of-town attendees. When receiving an invitation to an event, respond as soon as possible. It helps those planning the event to best prepare and get an idea of attendance. COs, poll your crew to see if they are interested in attending and respond promptly.

For those who RSVP (confirm their attendance to the event) they should receive a copy of the program for the event. The program should include any information guests need to know in order to take part in the proceedings (how to propose a toast, when to stand and sit, etc.) The program should be clear and concise. It can also include remarks (with photos as possible) from those hosting and/or officiating, and other remarks and information. The program should be professionally done so that it becomes a nice memento of the occasion!

Another item to include is a “calling card”. This card is filled out by the guest and is presented to the entry guard at the event to announce the guest’s arrival or entry to the Quarterdeck.

COCKTAIL BAR - If serving alcoholic beverages make sure that “designated drivers” are accounted for (this can be a duty for the “Sergeant at Arms”). Consult the “Star Trek Encyclopedia” for a listing of Trek beverage names that should be applied to non-alcoholic concoctions! Some of the better-known ones are: root beer, Fanalian toddy



(served hot), Til’amin froth beverage, single Irish malt whiskey, neat, Aldebaran whiskey, Adorian ale, Albanian brandy, Calaman sherry, Romulan ale, synthehol, Arcturian Fizz, Muskan seed punch, nectar direct from



Prometheus, iced coffee, raktajino, coffee, and various teas. If desired, hors d’oeuvres may be served as well. Make sure there are plenty of small plates, toothpicks, and napkins, with trashcans nearby.

BUFFET TABLES - If not a “Dining Out”, food may be made available buffet style after the ceremony. It is a good idea to have a wide variety of food for the many cultures that inhabit the Federation. For instance Vulcans and Nakramarians are herbivores, Klingons and Nausicans are carnivores, and Akairans will eat only certain foods sanctioned by their religion. Consider your guest. Usually a cake commemorating the ceremony is the centerpiece. This can be a “pot luck” or catered affair, but every effort should be made to ensure that there are tasteful and plentiful utensils, napkins, and glasses. Accordingly, make sure that there are trashcans available. In order to properly cater to the wide variety of events that take place in the United Federation of Planets, one must consider all the various planets that are to be satisfied.

PRE-CEREMONY CHECK - An hour before the event begins; all hands involved in the running of the ceremony should be assembled to make sure that all is ready. As Patrick Stewart once said at a con, “Preparation is 90% of the performance! The MC should have a checklist to verify that all elements are in place; all equipment is functioning properly and everyone is present and accounted for. Once done, the Duty Officer will act as a timekeeper to ensure that everything starts on time.



SOCIAL HOUR



In order to ensure that all guests arrive for the ceremony, a “social hour” may precede the ceremony. It takes place in a room apart from or preceding the Quarterdeck. The social hour allows guests who are on time to socialize before the ceremony, and those running late to make it for the ceremony if not the social hour. Cocktails and hors d’ oeuvres are served during this time (no food or beverages are allowed on the Quarterdeck before the ceremony). Guests are not allowed on the Quarterdeck until it’s time to be seated for the ceremony.

The CO and/or XO should stand by the door to greet guests as they arrive and to direct them to where they can hang their coats and show where the restrooms are. This should only take place about the first 20 minutes into the social hour, as all guests should arrive during this time. Opportunity to greet those who came in thereafter will be later in the social hour or after the ceremony.

If there is not to be a social hour, plan to start the ceremony 15 minutes after the stated time. This will allow all to enter the Quarterdeck and take their seats. This will also allow a bit of extra time for those running late.

ENTERING THE QUARTERDECK



Two or more guards are posted on either side of the entry. “Civilian” guests and officers (junior and senior) enter first, where one guard will direct them to their seating section. When that guard returns, the other leaves to seat his/her charges.

Parents and spouses of those being honored are personally escorted to their reserved seats (usually the middle section of seating or that directly behind the Commanding Officer/Flag/Dignitary section).

After all civilians, officers, parents and spouses have been seated, the Dignitaries, Flag Officers and Commanding Officers and their spouses (in this order or as they arrive) are “piped aboard”. This is done with a boatswain’s whistle. If you have a member who knows how to sound a boatswain’s whistle, he/she is stationed at the entry to the Quarterdeck; otherwise, the boatswain’s whistle can be recorded. The whistle is sounded and then the designated entry guard announces the arrival of the officer or dignitary. The arriving guest hands his “calling card” (which was included with the program, or made available by the Duty Officer for the guests to fill out upon arrival) to the entry guard.

After the guest is announced, the ship’s bell is sounded. The number of bell strikes is as follows:

- DIGNITARIES - 4 double strikes
- FLAG OFFICERS - 3 double strikes
- COMMANDING OFFICER - 2 double strikes

Here’s an example of the entire procedure:

Sound boatswain’s whistle (live or recorded)

Entry Guard - *“Piping aboard, Gowron: Emperor of the Klingon Empire, and his Consort, Valkris!”*

Ship’s Bell is struck while the guests are lead to their seats “ding ding, ding ding, ding ding, ding ding”.

After all are piped aboard, the Head Table (and award honorees if an award ceremony) is brought in.

ENTRY OF THE COLORS AND THE HEAD TABLE



The entry guard strikes the ship's bell 3 times and calls the room to attention. The "Star Trek Motion Picture" theme is started and the color guards enter with the American Flag and (as available) the STARFLEET/Region/Ship's flag or banner. The guards take their place at the center-front of the Quarterdeck. The Chief of Security and/or SFMarine Strike Group Leader enters, followed by the Head Table personnel (in order of presentation). They're escorted to their seats at the Head Table, where

the ChSec SFM SGL stands until all are at their seats (if lead by ChSec and the SFM SGL, the SGL leads the Head Table and the ChSec is at the rear, where they position themselves at the Head Table). The ship's bell and table are brought forward and set by the podium on the side where the MC will sit.

If an awards ceremony, it may be decided that the honorees (those receiving the top 3 or 5 STARFLEET/Region/chapter awards) follow the Head Table personnel, but are escorted by another guard to their seats at the right of the head table or at the back of the Quarterdeck.



Entry of the Head Table should be timed (as best as possible) so that all have entered and are at their seat just as the music ends. At that time, the entry guard announces "Ladies and Gentlemen: the National Anthem" and it is played. Afterwards, the color guards post the colors and remain. The MC announces the invocation as given by the Chaplain (or by the MC if he/she is the Commanding Officer). After the invocation, the MC strikes the ship's bell 1 time and asks all to be seated. The ceremony begins.

ENDING THE CEREMONY

After closing remarks by the MC, he/she then announces the benediction by the Chaplain (or the MC if he/she is the Commanding Officer). He or She strikes the bell 2 times and asks all to stand. The Chaplain gives the benediction. All remain standing as the "Star Trek II" theme is played. The ChSec and/or SFM SGL escorts the head table out of the room followed by the award honorees (if so arranged). The colors may be carried out at this point, but may be left for socializing after the ceremony.

After the Head Table has left, the Duty Officer comes forward and announces that the ceremony has concluded and that the Quarterdeck will be open for photographs and socializing. If dinner is to be served, time is given to all to take pictures and refresh themselves before dinner. The music plays out or may continue with other Trek/sci-fi music for all remaining. If the Quarterdeck is to be used afterwards (for dancing or other activities), the room should be cleared of any ceremonial items that could be accidentally broken or messed up by food or drink.



“STARFLEET BALL”

By Captain Clifford Cherry and crew of the USS. POWHATAN NCC-1967



This is an explanation of some of the history and background of a formal military (or STARFLEET) dinner, referred to as “Mess Night”, or sometimes as “Dining-In” or “Dining-out”. The main purpose of a Regimental Mess (or club) is to promote cordiality, comradeship, and “esprit de corps”; and while such a Mess is social in nature, the meals (especially dinner) are in a way “semi-official” functions. Formal dinners are conducted to lend a special air of dignity to the occasion, to commemorate the loss of fallen comrades, to bid farewell to a member of our ranks, to pay honor to a distinguished visitor, or to mark any special occasion.

The general pattern of a Mess Night has been carefully checked with reference to its historical background, and has been found in most cases, to agree with the customs of the Officer’s Messes of the Royal Navy and British Army almost to the letter. These findings are not at all surprising when we consider that, in the early formative period of our society, the greatest majority of our military leaders acquired what little background and training they possessed by having served with either the British regulars, or in the Colonial Militia in the French and Indian War of 1756. It is most likely that those leaders became thoroughly indoctrinated in the formal aspects of military life as practiced by men of that period. Therefore, when our ancestors were faced with the Herculean task of establishing a permanent military organization and system, they borrowed from every source available. They borrowed primarily from the British system, with which they were quite familiar. Not only did they acquire their opponent’s tactical structure, but also their style of uniform (when they had any), weapons, music, habits, and many of their customs.

The custom of Dining-in was a very old tradition in England, but was not exclusively military. It is believed that Dining-in began as a custom in the monasteries, was taken up by the early universities, and then by the military units of the country where the Officers’ Mess was established much later. The practice is carried out in the wardrooms of some US Navy ships as a continuation of Royal Navy usage, but without some of the amenities that were once possible.

Although these were purely social customs, their importance was not to be taken lightly. In the book “The New Art Of War” (published in 1740), under the heading “The Duty of an Ensign and How He Ought to Behave Himself”, it states:

“He must be frugal some days in the week, that he may be enabled to keep company with his officers when they do him the honor to ask him to drink a bottle with them... this was unanimously approved, and the Ensigns and Lieutenants were thereby given the opportunity to improve themselves in many respects.”

However, in “United States Statutes, Volume XII, page 565 gives a clue to the decline in popularity in this custom on board. It states:

“On September 1, 1861, the spirit ration shall forever cease and thereafter no distilled spirituous liquor shall be admitted on board vessels of war, except as medicine and upon the order and under the control of the Medical Officer of such vessel and to be used only for medical purposes.”

A modified form of this statute exists to this day in STARFLEET regulations, which makes the exception for lifeforms that require alcohol to support their nutritional needs.

On land however, this rule is not binding and thus it is from these old customs and traditions that the Dining-in in its present form has evolved.

The Dining-out is a United States Navy innovation incorporating the procedures of the Dining-out with the added privilege of having spouses, escorts, and guests present.

STARFLEET has adopted many of these customs of Dining-out as it has adopted other customs from the United States Navy. All attendees who consider themselves to be fully participating Trekkers, will be regarded as members of the Mess, regardless of whether they are in uniform or not.

OFFICERS OF THE MESS

There are two officers of the Mess: The President and the Vice President (affectionately called "Mr. Vice"). The Commanding Officer or his/her personally appointed representative serves as the President. The Vice President may be appointed or may be the junior officer in command. The President oversees the Dining-out and maintains decorum, in addition to proposing toasts and recognizing members who wish to propose toasts. The Vice is normally the essential figure in the planning of the Dining-out. He or She is responsible for supervising details of the seating, menu, and to ensure that the affair will go as smoothly as possible.

DUTY OFFICER

ONLY DUTY OFFICERS MAY WEAR ARMS. Weapons are limited to small hand-held weapons in their holsters and sheaths. Projectile weapons are strictly prohibited. The Duty Officer also has the responsibility of being the "designated shuttle pilot", thus ensuring that his/her shipmates return home safely, after a night of hearty toasting!

This custom was adopted from the "Worcestershire Regiment", whose "Captain of the Week" traditionally wears his sword in the Mess as a token of the time when all officers remained under arms during meals. This practice is said to have begun when the Regiment was stationed in North America in 1746. It seems that the Regiment employed a number of reputedly loyal Native Americans. For this reason, the officers did not see the need for protection. However, these Natives suddenly attacked the officers during dinner and caused numerous casualties. Because of this experience, Duty Officers refrain from imbibing.

COCKTAIL HOUR

Everyone should arrive at the appointed place for cocktails **FIVE MINUTES BEFORE** opening time. The cocktail hour is primarily designed to establish social rapport.

Each officer should consider him/herself a guest of the senior officer of the Mess and conduct him/herself accordingly. One should not consume too many cocktails before dinner, as there will be sufficient time after dinner to completely satisfy any lingering thirst. It is customary for every officer upon arrival to greet the senior officer present. It is the specific duty of the President to greet each guest as that person arrives at the Mess.



During the cocktail hour, officers should take a moment to familiarize themselves with the location of their seat at the meal. This will facilitate an orderly movement into the dining area at the appropriate time.

REMEMBER: No-one may take a seat in the dining area before the President. In addition, as the affair may be lengthy, drinking should be paced accordingly.

LAST CALL

Fifteen minutes before dinner, Mr. Vice will announce "Last Call". As soon as "Last Call" is sounded, all officers not seated at the Head Table should dispose of their drinks and any lit cigars and cigarettes, as

these cannot be carried into the dining area. Attendees should refresh themselves at this time. Officers will enter the dining area and stand by the position indicated on the seating chart in the lounge area, or as they have familiarized themselves with their seating location earlier.

REMEMBER: Do not carry drinks or lighted cigars or cigarettes into the dining area. It is not proper to have alcohol on the table during grace. Wine will be served with dinner. Do not delay moving into the dining area.

Those officers seated at the Head Table will remain in the cocktail area while the other officers and their guests enter the dining area. When the senior officer (if not acting as the president) indicated that he/she is ready to dine, the President will form those officers to be seated at the Head Table in the order which they are to march into the dining area.

At this time, there will be no one in the cocktail area except for those to be seated at the Head Table. Upon having all ready to enter the dining area, the President will lead the Head Table guest to their seats. The Mess being assembled, Mr. Vice shall report, "Sir, the Mess is secured".

USE OF THE GAVEL OR BELL



The ceremonial gavel or bell, in the possession of the President of the Mess, is used to bring attention. **THREE SOUNDING RAPS** requires the attention of the members whether seated or standing. **TWO RAPS** indicates all members should rise, and **ONE RAP** signals for all to be seated.

GRACE



Using a gavel or ship's bell, the President brings about order and attention. All officers and guests will stand. The President will announce "Ladies and Gentlemen: the grace". After a brief pause, the President (or Chaplain or other spiritual leader if present) will say grace. Following grace, the President will gavel or ring to announce that all may be seated.

THE DINNER

Following the grace, the President will seat the Mess with one rap of the gavel or strike the bell. Those who may arrive to the dinner late must first ask the President to take their seat, and **MUST DO SO IN RHYME** for the amusement of all present! For example, the latecomer may say: "Mr. President! Our apologies for our delay, our shuttle barely fit in the hanger bay. So now before they sling the meat, may we kindly take out seat?" The President gives permission and the new arrivals join in the good-spirited fun.



The backbone of a good dinner is amicable and friendly conversation. Each person is encouraged to enjoy themselves to the utmost during the dinner hour, within respectable limits. Good spirits, good taste, and decorum are the order of the evening! It is beneath the dignity of the Mess to make any comment that may offend anyone present, however, the natural inquisitive nature of spacefarers may provoke calling the attention of the entire Mess to topics of timely interest. Mr.

Vice will address the entertainment of topic during the course of the meal. Other members wishing to contribute topical observations to the entire Mess may do so only after being acknowledged by the President.

With the exception of Mr. Vice, individuals desiring to bring matters to the attention of the Mess must first be recognized by the Mess President. Members will rise and say to Mr. Vice, "Mr. Vice, request permission to address the Mess". Mr. Vice will repeat the request to the Mess President, who will either grant or deny permission; of which Mr. Vice will repeat the President's decision to the requesting Mess member. The member will then either say his peace, or he/she will be seated (knowing the President considers the member's opinion to be of no appreciable benefit to the proceedings (!) This is meant in the fun and festivity of the evening).

REMEMBER: Once the Head Table has entered the dining area and has been seated, attendees arriving late must go to the President of the Mess and ask permission to take their seat **IN RHYME**. This also applies to those wishing to leave the dining area. They must ask the President in rhyme. **NOTE:** Making request in rhyme adds to the fun and good spirits of the Dining out. All should have fun with this; the more creative, the better!

To ensure and promote good taste and decorum, these rules of the Mess must be observed to the letter:

1. Sex, politics, and religion are not to be discussed.
2. Officers are forbidden to make jokes that are off-color or offensive.
3. Do not reprimand waiters or stewards of the Mess. Make any complaint you have to the Vice President, who will take the proper steps to deal with it.
4. Smoking is prohibited during the dining hour.

When the Maitre-de gives the signal, the first course is served. Each course of dinner will be served as soon as all officers and guests have finished the previous one. It is the responsibility of the Maitre-de to see that this rule is strictly observed. After the preliminary courses, the beef (or whatever the main course) is paraded to the Head Table and the President by the Chef or his/her designate. The Chef will present a small portion to the President who will sample it. He or She will pronounce it fit and tasty for all life forms in attendance.

WINES

Just as with the main course, the President must first sample and approve the wine. The wine will then be placed on the tables in sufficient quantity that each person may enjoy at least 2-3 full glasses. It is the junior ranking officer's responsibility to see that each glass is charged before the toasts, and that the wine is passed along as necessary to maintain an adequate supply. The wine is to be passed clockwise with each person filling his own glass. The wine should not be delayed in its round.



NOTE: If alcohol is to be consumed, said consumption should be carefully monitored. Again, designated "Duty Officers" should be announced to safely pilot those who intend to imbibe with some frequency. If it is decided that there will not be alcoholic beverages, then grape juice will be necessary for the toasting.

THE TOAST

It is appropriate here to mention the term "toast" which is quite English in origin. The idea is not older than the seventeenth century and had reference first to the custom of putting a piece of toast in the wine cup or glass before drinking, in the belief that this improved the flavor of the wine. There is an account of a celebrated beauty who, during the reign of Charles II, was bathing in public when one of her admirers took a glass of her bath water and drank to her health (ugh!) before the assembled company. The account goes on

to say that “there was in the place a gay fellow, half befuddled with drink, who offered to jump in, and swore that though he needed no more liquor, he would have ‘toast.’”

During toasting, glasses should not be drained on any toast except the last, which is to STARFLEET. Those who do not wish to drink must raise their glasses to their lips as if to drink, so as not to offend the person being toasted. The President will initiate the toasting by proposing the first toast. This is the traditional “loyal toast” to the “Commander-in-Chief of the United Federation of Planets”, which is borrowed from the British custom of drinking the “Royal Toast” to the Queen.

The procedure is for the President to rise and propose the first toast. At the sound of the gavel or bell, everyone shall rise; Mr. Vice seconds the toast and all raise their glasses to drink. Everyone remains standing until the President raps for seats. The next formal toasts are Loyal Toasts for foreign guests or members (to the “Klingon Emperor” for instance), followed by toasts to various units represented at the dinner (these toasts were assigned before the dinner). These toasts are given at appropriate intervals.

EXAMPLE:

The President: (3 raps of the gavel/bell) “Mr. Vice, a toast. (Mr. Vice then stands.) Mr. Vice, I propose a toast to the Commander-in-Chief of the United Federation of Planets.”

The President raps twice. All rise.

Mr. Vice: “Ladies and Gentlemen, to the Commander-in-Chief of the United Federation of Planets!”

All: “*The Commander-in-Chief!*” (raise glass to lips)

The President raps once. All take their seats.

REMEMBER: Toasts are to institutions, never to persons by proper names.

REMEMBER: Do not be caught with an uncharged (empty) glass.

Following the official (formal) toasts, the President will open the floor to informal toasting. Any member of the Mess desiring to propose a toast must stand to gain recognition from the President, who instructs Mr. Vice to recognize the member. All Ensigns are encouraged to propose an informal toast. The member then proposes the toast, and if the gavel/bell is rapped for recognition and Mr. Vice rises; all members rise and Mr. Vice seconds the toast. If the toast is rejected by the President, he/she will not do anything and the proposing member will take his/her seat.



Applause, if any, is indicated by striking a spoon on the table. DO NOT strike the glassware (to prevent chipping or breaking). In the case of Klingon applause, that is done by firmly pounding the fist on the table.

At the conclusion of the toasting, the President will introduce the guests of honor, who'll have an opportunity to offer a few brief remarks. Following the guest of honor's remarks, the President, while seated, will propose the final toast. Before seconding the toast, Mr. Vice proceeds to the Head Table and fills each glass, ending with the President. The President then rises and fills Mr. Vice's glass, who faces the Mess and seconds the toast. All members should “bottoms-up” on the final toast.

AWARD CEREMONY



The most common SFI REGION ONE ceremony is for award presentation. Recognizing the accomplishments and achievements of those who do more than expected and/or have made striking accomplishments in STARFLEET is very important, because it's a public affirmation of appreciation for their efforts. Those observing the occasion may be motivated to want to put more effort into their own involvement in STARFLEET. Tips for putting together a chapter award's program can be found in the Awards Manual appendix.

The award ceremony can be light in spirit, but should not be a satire. If the ceremony is regarded as a joke, the awards will likewise be a joke. The work we do in STARFLEET, we do to better STARFLEET, thus it's very important to say "thank you" to those who work hard and/or work with excellence in the organization. In lieu of Federation credits, it's the very least we can do to show appreciation to our own. Therefore, from the chapter to the international level, a STARFLEET awards ceremony should be regarded as seriously as those who regard the work we do in this organization.

Awards should be presented in ascending order of precedence. The Duty Officer accordingly accounts for and arranges the awards on the awards table for presentation. This also includes rank pips for promotion presentations. The awards table should be located near the podium. The Duty Officer always has the awards ready to hand to the Executive Officer; who then hands them to the CO for presentation.

The Commanding Officer officiates the award ceremony, with the First Officer assisting. In cases where the CO and/or XO are recipients, they switch places and the Duty Officer assists. The CO and XO are the last to receive awards regardless of the precedence of the award.

The CO announces the award to be given and what it represents. He or She then calls for the recipient to come forward. The recipient does and stands at the CO's right. The XO hands the CO the award certificate, who then reads the action for which the recipient is to be awarded. If there is a corresponding award ribbon or medal, the XO hands such to the CO who then places it on (or hands it to) the recipient, after which the recipient is congratulated and all applaud. If the ribbon or medal is not available, then the award certificate is handed to the recipient (with the left hand while shaking hands with the right). All applaud, or applause may be held until all awards in a category are given.

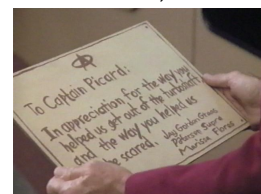
Promotion presentations can be done individually, as the recipient receives any and all awards, or as a separate ceremony for all recipients. This is dictated by the number of promotions to be given.

The promotion recipient stands at the CO's right. The CO reviews the recipient's notable actions since his/her last promotion; and/or requirements met for promotion. The XO hands the CO the rank pip(s), who pins them on the recipient and then hands the recipient his/her certificate of promotion.

In the case where the promotion recipient is receiving one or more of the top 3 or 5 awards, he/she should be regarded as an honoree. In this regard, the CO reviews the accomplishments and notable actions since his/her last promotion. The CO then reads the action for each award to be presented and corresponding ribbon and/or medal is presented. Finally, the CO reads the actions and/or requirements met for promotion, after which the CO pins on or presents the rank pip(s) to the recipient and congratulates him/her.

One inclusion in the award presentation is allowing the parents to come forward to witness their kids (Cadets/Midshipmen up to 18 years old) receiving their awards. The Mother of the recipient (or Father if the Mother is not present) pins or places the award ribbon and/or rank pip(s) on their child. Afterwards, the CO presents the award and promotion certificates to the recipient with congratulations.

After all the awards and promotions have been presented, the CO strikes the ship's bell to call the room to attention. The XO or MC asks the recipients to stand. The CO then asks the audience to applaud the recipients for being fine examples of the best in STARFLEET and SFI REGION ONE!



COMMISSIONING CEREMONY

An ancient tradition dating back to early wooden ships is the ship's commissioning - commemorating the inauguration of a new ship. It is always a special event when STARFLEET commissions a new shuttle, starship, or station! It is a festive and special occasion that should be celebrated and marked accordingly.



The commissioning ceremony for a shuttle and starship are similar, with the difference being that a starship commissioning should ideally take place at a regional gathering where sister ships can be in attendance (as possible).

The CO of the shuttle mother ship (or base ship) officiates at the shuttle commissioning, and the Region Coordinator at a starship commissioning. If the CO or RC cannot attend the commissioning ceremony, their part can be video or audio taped (or if possible, they can be presented live via speakerphone!).

The designated shuttle or starship CO, XO and Department Heads are assembled at the front of the Quarterdeck. After the invocation by the Chaplain, a promotion ceremony takes place (that is, if the shuttle/starship officers aren't already at their respective rank required for command).

When the promotion ceremony is completed, the new ShCO/CO introduces the base ship CO/RC to all assembled. The CO/RC makes a brief speech, which leads the reading of orders for commissioning. However, note that a simpler form of ship commissioning is where the new ShCO/CO reads his/her own commissioning orders and assumes command. This would be truer to traditional ship commissioning.

The CO/RC calls the shuttle/starship CO to his/her side and reads from the commissioning certificate:

(for shuttles)

"By order of STARFLEET Command and the Commander-STARFLEET, the Chief of Operations-STARFLEET, the Director-STARFLEET Shuttle Operations Command, the Commander-STARFLEET First Fleet, and with approval of your Commanding Officer - USS LOLLIPOP; you Commander Buckaroo Bonzai, are hereby ordered to commission and command the shuttle OVERTHRUSTER, effective this Stardate of 99410.31!"

(for starships)

"By order of STARFLEET Command and the Commander-STARFLEET, the Chief of Operations-STARFLEET, the Commander-STARFLEET First Fleet, and by the Commander-USS LOLLIPOP; you, Captain Buckaroo Bonzai, and the crew of the USS LOLLIPOP shuttle OVERTHRUSTER, having completed your mission with excellence in STARFLEET tradition; are hereby ordered to commission and command the UNITED STARSHIP OVERTHRUSTER, effective this Stardate: 99508.15!"

The CO/RC hands the orders to the new ShCO/CO, who responds: *"I assume command of the Shuttle/USS OVERTHRUSTER!"*

The new ShCO/CO addresses his/her ShXO/XO: *"Executive/First Officer Bigbutay, set the watch!"*

He or She Responds: *"Aye Sir/ Ma'am!"* (the boatswain is sounded) *"Chief Medical Officer Lechter, your department status?"*

He or She Responds: *“Aye Sir/Ma’am, the Medical Department is ready!”*

The boatswain is sounded again and **the ShXO/XO then says:** *“Chief Science Officer Mudd, your department status?”*

He or She Responds: *“Aye Sir/Ma’am, the Science Department is ready!”*

And so forth. After all departments have reported, the ShXO/XO reports to his/her ShCO/CO and says:

“Sir/Ma’am, the Command and all departments report ready! This ship is commissioned and stands ready to present colors!”

The ShCO/CO responds: *“Make it so, Number One!”*

The ShXO/XO motions to the Security Chief or SFMarine Strike Group Leader to unveil the shuttle/starship flag or banner, and all applaud. The ShCO/CO then makes a brief speech about his/her new command and his/her goals for the ship. When finished, he/she turns to the officiating CO/RC:

“Sir/Ma’am, all departments are ready and the ship is fully operational and ready to get underway! Request permission for departure?”

The CO/RC says: *“Permission granted!”* (at this point, the CO/RC offers a brief blessing, such as *“May the wind be at your backs,”* or whatever is appropriate).

If there is a model of the shuttle/starship, an option is that the CO/RC can present the model to the ShCO/CO, signifying permission for the ship to depart. If not available, another idea is to present a bottle of sparkling juice or champagne!

After permission for departure is granted, the CO/RC strikes the bell and calls the room to attention and all stand. The Chaplain then gives the blessing for the commissioned ship and benediction, after which the CO/RC announces:

(for shuttles)

“Ladies and Gentlemen: the USS LOLLIPOP NCC-1138 presents her first (sixth, 50th, etc.) shuttle - the OVERTHRUSTER and her crew!”

(for starships)

“Ladies and Gentlemen: STARFLEET presents the new ship in the fleet and of the STARFLEET First Fleet, the TITANIC-Class USS OVERTHRUSTER, NCC-00001!”

All applaud, during which the “Star Trek Motion Picture” theme is started and the ShCO/CO, his/her staff and crewmembers leave the Quarterdeck down the center aisle (an honor guard on either side of the center aisle can be an option). After the crew departs, the CO/RC announces that the ceremony has concluded. The crew’s leaving is symbolic of the shuttle/starship “launching” and starting its mission. The crew can return after the ceremony for socializing.

One traditional element of a ship’s christening is the use of champagne. All STARFLEET-commissioned ships are christened with champagne. Traditionally a bottle is broken on the ship’s hull. In lieu of this, the contents (or a bottle of ice water) can be poured over the Senior Officers’ heads. The significance of this harkens back to ancient times, when it was thought that the spirit of the ship’s sponsor would enter the ship upon christening. Much like Earth religious beliefs in which water poured over someone’s head baptized him or her into the religious family, the champagne represents the water of life flowing into the ship. A form of this tradition can be found across the Federation, in many different cultures.



CHANGE OF COMMAND CEREMONY



Command, department command, shuttle command, etc.).

The Change of Command Ceremony is not prescribed specifically by STARFLEET regulations, but rather is an honored product of the rich heritage of naval tradition. A change of command marks a passing of the baton: a Commanding Officer passing the care, drive and vision of his/her ship to another. This is an especially heartfelt occasion if the CO standing down has commanded for several tours. The change of command becomes a somewhat somber occasion; but then again, an exciting one with the prospect of a CO who will bring forth new ideas, drive and vision. Custom has established that this ceremony be formal and impressive, designed to strengthen that respect for authority which is vital to any ship.

The change of command as outlined here primarily pertains to starships, but the format can be modified to apply to any change of command situation (Regional

The change of command requires 3 principals: the CO who will be standing down or assuming a new command position, the new CO, and the First Fleet Commander. If the RC cannot attend, he/she can video or audio tape his/her part of the ceremony. Better yet, a speakerphone could be set up where the RC can do his/her part by telephone! If the RC is not available at all, then the most senior Captain or Flag Officer can officiate on the Regional Coordinator's behalf.

The change of command opens with the invocation by the Chaplain. A review of the CO's command is made by the RC who notes the most significant accomplishments and duty of the CO. If any promotion and/or award(s) is presented to the CO, it's done after the RC has finished the CO's review (see "Awards Ceremony"). Afterwards, the CO standing down makes a brief speech.

Likewise, the new CO's service is reviewed, highlighting his/her accomplishments, achievements, and ability that has led that person to achieving the most important position of service in STARFLEET: command of a starship. The new CO is also presented with any award(s) and most important (if the new CO is not already at the rank of Captain), the promotion to Captain!

After the service review and presentations are done, the RC calls both COs forward. The CO being relieved reads his/her "orders":

"By order of STARFLEET Command and the Commander-STARFLEET, the Chief of Operations-STARFLEET, the Commander-STARFLEET First Fleet, and by leave of the crew of the USS LOLLIPOP (if not re-elected) or, (if retiring or stepping down) "... and by MY leave,

"... I, Captain Merrill Stuebing,

(if not retiring or re-elected) "... do stand down as Commanding Officer-USS LOLLIPOP

(or is assuming a new command or position) "... am to report to the USS DUNSEL as Commanding Officer (or whatever position), and am relieved as Commanding Officer-USS LOLLIPOP, effective this Stardate: 99510.1."

The new CO then reads his/her orders.

"By order of STARFLEET Command and the Commander-STARFLEET, the Chief of Operations-STARFLEET, the Commander-STARFLEET First Fleet, ...

(if elected) "... and by acclaim of the crew of the USS LOLLIPOP

or,

"... and by leave of Captain Merrill Stuebing (who is retiring or stepping down)

"I, Captain Darien Lambert, do assume command of the USS LOLLIPOP, effective this Stardate: 99510.1"

After the orders are read, the COs face each other, where upon the new CO offers his/her hand and says:

"I relieve you, Sir/Ma'am"

The CO standing down accepts his/her hand and says:

"I stand relieved."

Afterwards, the new CO makes some brief remarks concerning his/her new command. When finished, the RC announces the benediction, concluding the ceremony.



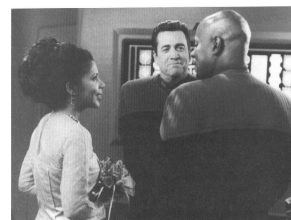
MARRIAGE CEREMONIES



On ships, throughout history, the captains have had the honor of serving as master of ceremonies in uniting crewmembers in marriage. The “STARFLEET Wedding” is just like the traditional military wedding ceremony, only with STARFLEET trappings. Of course, this wedding (or wedding vow renewal) can only be symbolic, as the Commanding Officer cannot officially marry someone. However, an actual wedding can be performed with someone legally able to do so. If it is to be an actual wedding, the pastor/rabbi/priest/justice of the peace (or any person who can legally perform the ceremony) can be attired (if he allows and approves) to fit the Trek theme. Additionally, the CO can start the ceremony, reciting the words spoken by Captains Kirk and Picard, “*Since the days of the first wooden vessels, all ship's masters have had one happy privilege; that of uniting two people in the bonds of matrimony. And so we are gathered here today so that you, [GROOM] and you, [BRIDE] in the sight of your fellows and in accordance with our laws and our many beliefs, may pledge your allegiance to one another*”, and then have the clergyman continue, giving the actual vows. In a symbolic wedding, if your ship has a Chaplain, the Commanding Officer would start the ceremony and then have the Chaplain give the “vows”. If the chapter does not have a Chaplain, then the Commanding Officer may perform the entire the ceremony.

The Quarterdeck is decorated accordingly; the seats reserved for the families of the bride and groom, and the altar at the front of the room. STARFLEET members (in formal dress as available) escort family members to their seats and may be stationed at the entrance and other areas of the Quarterdeck as deemed appropriate. There should be an officer stationed by the family members to aid and assist them as needed.

For Trek music selection before, during, and after the ceremony, listen to various soundtracks from the TV and movie soundtracks. The selections should be light, happy, and joyous! For example, “Ilia’s Theme” from “Star Trek: The Motion Picture” would be one choice for the bride’s entrance; or even “Leila’s Theme from the classic episode “This Side of Paradise”.



Dress should be STARFLEET formal, but standard uniforms are fine. If a dress theme is desired, a very simple form of doing so is creating a sash for each member of the wedding party to wear. This prevents going through the expense of having wedding party attire specially made or modified (unless of course you can afford it!).

At the start of the ceremony, the ushers also act as the honor guard. They march out and station themselves on both sides of the aisle and come to an “at ease” posture. They maintain this posture until the wedding march is started, at which they come to attention. After the bride has come to the altar, the guards come at ease.

After the ceremony, the guards face each other and come to attention. If swords are made available (if not, they just remain at attention), they unsheath them and hold them aloft, forming an arch, under which the couple leaves the Quarterdeck. After they leave, the guards sheath their swords and escort the family members out, ending the ceremony. After the ceremony, all proceed to the reception.

When the couple is ready to leave the church to go to their awaiting shuttlecraft, the guards again form on either side of the door with swords aloft (or standing at attention) as the couple passes under while being pelted with “quadrottricale” by the guests!

Now, as to a “Star Trek” wedding, there’s a whole universe out there! Different cultures with different ceremonies means a lot of fun can be had. But the distinction between a “STARFLEET” wedding and a “Star Trek” wedding is that one is meant to be more formal in observing STARFLEET traditions, and the other a little (or a lot) wacky. That is, you can let your imaginations run wild on conceiving a Ferengi ceremony, Bajoran, Betazed, Tellarite, Klingon, Bolian, Andorian, etc. Take your cues from what’s been shown on Trek and from the Trek books; otherwise, let your imagination go and have fun!



MEMORIAL OBSERVANCE



“Happiness shared is happiness doubled! Sadness shared is sadness halved”. One of the saddest and most somber occasions in STARFLEET is when we lose one of our “dearest blood.” It is good to gather in honor and remembrance of the lost comrade: to reflect on how our lives were touched and enriched by their presence, and to give comfort to those most affected by their passing. One of the most fitting and appropriate ways for STARFLEET members to say “goodbye,” is to have a memorial observance. Here follows the elements for a STARFLEET memorial observance.

THE CHAPLAIN - Ideally, the ship’s Chaplain or Spiritual Advisor and CO are responsible for arranging the memorial. (If the Ship does not have a Chaplain then the CO and XO should perform these duties)

The Chaplain makes sure that the Quarterdeck is appropriately decorated and set for the observance. He or She notifies all hands about the service and assembles a list of those wishing to say a few words about the departed one. He or She also notifies the CO about contacting the family of the departed about their observance, as well as the RC and STARFLEET Commander about sending their condolences (which can be written, audio or video taped). Music performances and poetry/short essay readings are arranged; and the SFMarine Strike Group Leader and/or the Chief of Security is notified for mustering an honor guard and usher detail.

THE QUARTERDECK - The Quarterdeck should have subdued lighting. At the front of the room is a table with a framed picture (8x10 if available) of the departed. It’s set on a light-colored satin pillow and should be framed with matching color ribbons and flowers surrounding it. Two honor guards are stationed on either side of the picture. Behind the picture or on one side to the rear is a podium. Behind or beside the podium are any award(s), presentations, and/or rank pins to be bestowed upon the departed.

MUSIC -Music before the observance can be traditional religious, new age, and/or Trek. Suggested Trek music is: Iliia’s Theme” from Trek I; the title theme from Trek II & III, and the “Kirok and Miramanee Theme” from the classic episode “The Paradise Syndrome.” You should be able to find other Trek-appropriate music, but remember it should be soothing, reassuring, and inspirational for the proceedings, not light, rousing or depressing. When selecting music, do so by committee so that you can select appropriate music by consensus.

Essential music for the memorial observance is “Taps” and “Amazing Grace” (either the instrumental as played on the bag pipes, or the last verse of the vocal by Judy Collins). “Taps” can be played live if a bugler is available, or it can be recorded. If you can find the John Wayne album “America: Why I Love Her”, there is a selection that tells how “Taps” came to be. There is a nice vocal of “Taps” from this album that would be excellent for this service.

DRESS - As determined by the CO, all STARFLEET personnel should be in formal or standard dress ‘A’ uniforms (dress ‘A’ is the two piece uniform, not the DS9 dress ‘B’ uniform). A black, 4-inch wide armband is worn on the left upper arm. Centered on the armband (on the side) is the miniature version of the STARFLEET comm-badge. If a member does not have a uniform, then just the armband is sufficient.

CHILDREN AND MEDICAL AID - As the memorial service is a somber occasion, you should consider the possible necessity of not having young children (perhaps 10 and under) in attendance. They may be frightened or upset by the adults who may become overwrought at the proceedings. Additionally, children not understanding what’s taking place may become a disturbance.

Your Chief Medical Officer should be prepared with a medic kit to treat those who become faint. Smelling salts should be on hand and another room should be prepared with a sofa or cot for those feeling faint to rest. Pitchers of cold water, glasses and boxes of tissue should be on hand as well. This all may seem extreme, but it's best to be prepared for whatever may happen.

SPEAKERS - In preparing the observance, the CO seeks out the ones closest to the departed to speak. Family members should be invited so that members can pay their respects. This is also appropriate so that the CO can present any posthumous awards and/or promotion certificate to the family. The CO may also ask (with discretion) about laying any medal and/or rank pips with the departed. The CO also consults with the family about their religious belief, so that any observances of their faith can be respected, however, the memorial is meant to be an observance and not a religious service.



The STARFLEET Commander and Region One Coordinator will be notified by the CO concerning the passing of the member, so that they may send their respects and condolences by card or letter (preferably by video or audio tape). If written, the CO will read their letters at the memorial.

TIME - The length of the memorial should not be longer than an hour. Again, the service is meant to allow members and friends the opportunity to remember the departed one and pay respects. A program will be prepared so that all attending will know what will take place in the service; as well as any particulars attendees will need to know to take part in any part of the observance.



Those speaking should limit their time to 5-8 minutes. Ideally, their speech should be prepared rather than extemporaneous, as time will be allowed for those not scheduled to speak to do so.

Here follows a suggested program for the memorial.

PRE-OBSERVANCE - Members and friends are admitted to the Quarterdeck to take their seats. Family members and speakers are escorted to their seats by Security/SFMarines (one of whom is stationed by the family through-out the service). Music is softly played (either live or recorded).

START OF THE MEMORIAL - The guard at the entry to the Quarterdeck announces the CO on deck. He or She enters along the side of the room, not down the center aisle, and takes his/her place at the podium. At this point, the CO announces the ship's Chaplain to give the invocation, but this may be deleted depending on the wishes of the family or the faith of the departed. Or, the Chaplain may offer a non-denominational prayer for the observance. Afterwards, the CO offers his/her own remembrances about the departed.

MUSIC/READING INTERLUDE - A live or taped (audio or video) musical performance may take place here. A live performance is preferable, as there is a more soothing effect. A poetry or short essay appropriate for the one being remembered may also be done here.

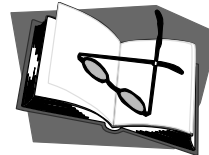


SPEAKERS - Those wishing to speak about the departed one does so here. Before the observance, the CO will suggest to the speakers that they try to recall a light or funny remembrance about the departed, so as not to keep the mood entirely somber. Speakers should keep their time to 5-8 minutes. After the main speakers have spoken, the CO may open the service to those attending wanting to say a few words.

"How we deal with death is at least important as how we deal with life"

2nd MUSIC/READING INTERLUDE

RENDER HONORS - At this time, the CO stands behind the picture of the departed. The XO stands and calls "HONORS, HUT!" The honor detail then lines up on either side of the CO and stands at attention. The XO then calls "STARFLEET! ATTEN HUT!" after which all members stand EXCEPT spouse, family members and "civilians". This also pertains if the spouse and/or family members are also STARFLEET members.



The XO comes over to the table with the award certificate(s) and ribbon(s) (the SFI REGION ONE "Dearest Blood" decoration is always given), picks them up and then stands to the right of the CO. The CO and XO walk over to the spouse/Mother/Father/closest relative (in this order, however if the spouse and/or family members are not present, then the award presentations are bestowed and placed in front of the picture) and present the honors thus:

CO: "On behalf of Admiral (name), Commander-STARFLEET; Admiral (name), Commander-STARFLEET First Fleet; and the Captain and crew of the USS (ship); we remember (name and rank of departed) and his/her involvement on this ship and as a member of STARFLEET. As members are the life-blood of STARFLEET, we keenly feel the loss of one of our own. A person who has helped this chapter become successful in its ongoing mission; reflecting well not only on this ship, but SFI REGION ONE and STARFLEET as well. Thus, we remember (name)'s friendship, involvement and dedication... and we mourn his/her departing by paying our last respects to one of our own... our dearest blood".

At this point, the CO presents all awards (if any) in ascending order of precedence. The final one given is the "Dearest Blood" decoration. If a promotion is included, it is made before the "Dearest Blood" decoration is bestowed. The rank pips are attached to a department-color ribbon, which is either laid to rest with the departed one, or will be included with the "Dearest Blood" ribbon presentation (but is still put in front of the photo as a symbolic presentation).

The CO and XO return to their positions behind the photo, where the CO strikes the ship's bell once and asks for all to be seated. The XO calls "PRESENT ARMS!" The honor guard unholsters their phasers and raises them to a 60° angle. The XO commands "READY, FIRE!" Recorded phaser fire is heard, followed by an explosion (this is from the classic "Star Trek" sound effects CD or tape). The command is given twice more. After the last volley, the phasers are re-holstered. The CO strikes the ship's bell 3 double strikes. After the last strike, "Amazing Grace" (either the bag pipe or Judy Collins versions - play one verse only) is played.

The CO calls for the Chaplain to give the benediction (as applicable). When finished, the Security Chief/SFM SGLLeader picks up the photo and holds it in both hands at chest height. Another guard picks up the pillow and falls in behind the officer with the photo. To the strains of "Taps", the two guards walk down the aisle and out of the Quarterdeck, followed by the remaining honor guard.

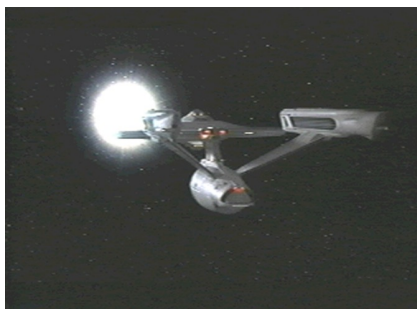
After the last guard exits or when TAPS finishes, the CO speaks:

CO: *"Ladies and Gentlemen, this concludes our remembrance of one who has been and ever shall be our friend, (name). Our prayers and thoughts go out to his/her wife/husband and/or family during this time of sorrow. And during this time, the (ship) stands ready to help in any way we can. May peace and comfort be with you and with us all. Thank you."*

The theme to "Star Trek III" is played, as the guard stationed with the family escorts them off the Quarterdeck, with the CO and XO walking behind. After they leave, everyone else is free to leave.



RETIREMENT AND GOING AWAY PARTIES



A SFI REGION ONE member who has had a long and distinguished tenure (of at least 15 years steady membership), and is retiring from STARFLEET, should be honored with a retirement party! Likewise, a “going away” party for a member who is moving after a similar membership on his/her starship or post. Such honors are the exception, not the rule. ONLY those who’ve shown undeniable dedication and involvement on their ship and for STARFLEET are due these honors. Both should be dinner parties (see section on “Dining Out”), but can be standard ceremonies with a reception afterwards. If just a ceremony, the Quarterdeck should be set for a “head table” arrangement, to facilitate

the honoree, speakers and CO.

The two affairs are similar, but the retirement is a more auspicious occasion. The going away party needs not be as formal, but adequate decorum should be observed, as you’re honoring a friend and crewmember who will no longer be a part of your ship or the region; soon to be part of another ship and/or assuming a new post.

Atmosphere will be warm and light-hearted, as the honoree will be “roasted”! This means that the speakers will tell mildly embarrassing or silly stories; and/or funny (hopefully) jokes about the honoree. However, said roasting WILL NOT be cruel or mean-spirited. Anyone who chooses to dampen the affair with pointedly embarrassing or cruel remarks should be removed and reprimanded most severely.

Dress should be formal for retirement, standard for going away. Here follows the procedure for the retirement/going away parties.

OPENING REMARKS - After the Head Table has entered and taken their seats, the CO (or his/her designate) makes opening remarks, after which the Chaplain (or CO, if no Chaplain) gives the invocation; and then the CO starts the dinner.

START OF THE TRIBUTE - After toasting (NOTE: the toast for the guest of honor is made later, NOT during the standard toasting), the CO starts the affair with a review of the honoree’s accomplishments; from the beginning to the present.

THE ROAST - The CO begins the “roasting” stage of the proceedings, where he/she, the Head Table guests (even surprise guests can be arranged!) recalls a funny story or tells funny jokes about the honoree. Usually after the fun, the speaker then relates their true feeling about the honoree and wishes him/her their best. When finished, all applaud as he/she sits down.

HONORS - Honors rendered begin with the Commanding Officer (or his/her designate) giving a review of the honoree’s service in STARFLEET. Afterwards, a message from the STARFLEET Commander and Region Coordinator (audio or video taped) to the honoree (retirement only) is played, or the CO can read a letter from the SC and RC if a tape is not possible.

For award presentations, the CO calls the honoree forward. The CO (who is aided by the XO) makes the presentations. Before the final award, all are asked to stand. The award is bestowed and the toast is made. The toast is heart-felt; extolling best wishes and thanks for the honoree’s service and dedication to STARFLEET. After the toast, all applaud till the CO rings for all to be seated.

CLOSING REMARKS - The CO makes a short speech about the fine example the honoree has set for others in STARFLEET; and in following the example, that they too will be recognized and revered by STARFLEET as the honoree has been. The CO then calls for the Chaplain to give the benediction, after which the party is concluded.



INVITATION FORMATS



Invitations for a SFI REGION ONE function should be simple, yet tastefully done. Of course, cost will dictate how grand you want to make them (engraved invites can be expensive), but nicely done invitations make for a nice keepsake of the event. If a member of your crew has a computer with a publishing program, you can design a very nice invitation; as well as program, calling and table placement cards, etc.

Here follows formats for invitations for specific STARFLEET events.

STANDARD INVITATION

THE CAPTAIN AND CREW
of the
USS MINNOW NCC-0007
STARFLEET - REGION ONE
Cordially invites you to our
"Thirteenth Anniversary Party"
Friday, October Thirteenth, Nineteen ninety-four
at the
Babylon 5 Bar and Grille, Gatlinburg, Tennessee
Cocktails 5:30 PM, Dinner 7 PM

\$10 Individual, \$18 Couple
Uniform: STARFLEET Formal Dress
RSVP Captain Jonas Grump 313-313-1313

SHUTTLE COMMISSIONING

The
USS GUNN NCC-1894
STARFLEET - REGION ONE
Requests the honor of your presence at the
Commissioning
of her newest shuttle
the
SONOVAGUNN NCC-1894/2 Runabout-Class
Friday, the Fourth of September, Nineteen Ninety Six
7 PM, at the
Quarter-deck Inn, Pungo, Virginia

\$5 per person / \$8 per couple
STARFLEET Dress Requested
RSVP Capt. Craig Stevens 804-897-0028

STARSHIP COMMISSIONING

The
FIRST FLEET - STARFLEET
requests the honor of your presence at the
Commissioning
of the newest
STARFLEET VESSEL
UNITED STARSHIP BAJOR NCC-99999
Defiant-Class
Saturday, the twelfth of December
Nineteen ninety-five
3 PM, at the
Fort Wayne Civic Center, Ft. Wayne, Indiana

RSVP 219-999-9999
Uniform: STARFLEET Dress
A reception will follow at the home of Cmdr. Kira Quark

RETIREMENT PARTY

The
USS LEXINGTON NCC-1716
SFI REGION ONE
Invites you to help celebrate the career of and give acclaim to
COMMODORE ROBERT WESLEY
in a
Retirement Ceremony
Saturday, the Fifth of January
Nineteen ninety-six
7:30 PM, at the
NAS Emerald Point Officers Club

Uniform: STARFLEET Formal Dress
RSVP Cmdr. Hargraves 876-0987

CHANGE OF COMMAND

THE COMMANDER OF THE FIRST FLEET- STARFLEET
and
THE CREW OF THE USS POSEIDON NCC-76592
request the pleasure of your company at the
CHANGE OF COMMAND CEREMONY
at which
CAPTAIN FRED FARKLE, USS POSEIDON
will be relieved by
CAPTAIN FRANK FURILLO, EXECUTIVE OFFICER - USS POSEIDON
on Saturday, the Fifteenth of June, Nineteen ninety-six
at 7 PM, at the
Jolly Lobster Restaurant, Charleston, South Carolina

RSVP ENS Pulver, 677-2020
Uniform: STARFLEET Dress or Formal

Note: If CO being relieved is retiring; make the 5th line "CHANGE OF COMMAND AND RETIREMENT CEREMONY"

MEMORIAL OBSERVANCE

THE CAPTAIN AND CREW
of the
USS ENTERPRISE NCC-1701-D
STARFLEET
request your presence at our
MEMORIAL SERVICE
for

LIEUTENANT TASHA YAR

Monday, the Second of October, Nineteen Ninety
2 PM, at
Nashville Botanical Gardens, Nashville, Tennessee

A reception will follow IN the QUARTERS of Commander Data

WEDDING CEREMONY

The
DEEP SPACE NINE
BAJORIAN SECTOR
Invites you to witness the joining of
Lieutenant Commander Worf
To
Lt Commander Jadiza Dax
In
The Bonds of Holy Matrimony
Saturday, the twenty-third of July, Nineteen ninety-six
2 PM, at the
Church of the Velour Elvis, Akron, Ohio

RSVP 614-639-0177
Uniform: STARFLEET Formal



SOURCES

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American Forces Information Services/DOD 1989 NAVEDATA 46408

"Naval Ceremonies, Customs and Traditions"

VAdm William Mack, USN (Ret.)
LtCr Royal W Connell, USN
U.S. Naval Institute

"Service Etiquette."

RAdm Bruce McCandless, USN (Ret.)
Capt. Brooks J. Harrell, USN
Orthea D. Swartz
1961 US Naval Institute

"Social Usage and Protocol Handbook"

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OPNAV 092-P1

"Naval Orientation"

Naval Education and Training Command
NAVEDTRA 16138-G 1977

"The Blue Jackets Manual" 20th Edition

Revised by Bill Deardon & Bill Wedertz

Star Trek Concordance

Bjo Trimble
Ballantine Books 1976

"Medal & Military and Civilian of the United States"

David Borthicic
Jack Britton
MCN Press - Tulsa, OK

"STARFLEET Ball"

Capt. Clifford Cherry and Crew
USS Powhatan NCC-1967
1990

Star Trek – Celebrations

Maureen McTigue
Pocket Books – Simon & Schuster
2001

Special thanks to Star Trek in Sound and Vision Web Site, Star Trek Official Web Site and LCARSCOM.NET. See their links from the Region One Awards Site

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This publication is dedicated to those who boldly go...



For Questions, Information, Comments, Suggestions or concerns contact:

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