

GRADUATION BANQUET AND DINING OUT EXERCISE

THE 20____ REGION STAFF
COLLEGE
CIVIL AIR PATROL
PRESENTS

A TRAINING EXERCISE

CONSISTING OF A TRADITIONAL AIR FORCE DINING-OUT COMBINED
WITH A CLASS GRADUATION BANQUET

INFORMATION

The Air Force Dining-In is believed to have originated with General Henry “Hap” Arnold at March Air force Base in 1930, but its origins are deeper than that. He was impressed with the British traditions of Mess rules, out of which evolved the formal Dining-In. Some of these customs were clearly intended to have a restraining influence upon the conduct of young and junior officers. It might have even been said that they were integrated as part of the “grooming” process for positions of responsibility in later years.

In Britain, the formal Dining-In was a required function for officers of a given unit. While the dinner function follows prescribed rules, the latter part of the evening is designed to further comradeship and esprit-de-corps. One of the prime rules of the Dining-In is that no matter what occurs, no word of it is spoken outside of the Dining-In.

The Dining-In became an integral part of US Air Force tradition after World War II. It provides an occasion for officers to meet socially at a formal military function, as well as serve as an excellent way to say “farewell” and “hello.” It also provides a vehicle to recognize individual and unit achievement. Traditionally, it is a formal evening for Air Force officers designed to build and maintain esprit-de-corps. The Air Force further refined the tradition to include “Dining-Out.” This function opens up the Mess dinner to spouses and other non-unit members and allows them to be drawn into the inner circle of the group.

RECEPTION LINES

The reception line, if used, is arranged according to the physical placement of the senior officer or distinguished visitor. Members of the receiving line form on the left of the senior or distinguished visitor in order of rank, with their spouses on the left. An aide, or officer acting in that capacity, usually greets the guests and introduces them to the honored person in the receiving line. The husband precedes the wife in passing through the receiving line. This is so he can avoid embarrassment and confusion by announcing his and her name very clearly to the aide, so the aide may present accurately to the receiving line. Greet each person in the receiving line before proceeding to the main area of the reception. In greeting members of the receiving line, repeat their names.

LISTEN

Listen to what people have to say. You may learn something.

HANDSHAKING

A host or hostess should greet all guests by shaking their hands, and all guests should make a point to shake the host or hostess’ hand.

INTRODUCTIONS

Assume people do not know each other and introduce them. Remember this rule: introduce a younger person to older or more distinguished person, but regardless of age, always present the gentleman to a lady. Though someone might introduce you to a person of higher rank or higher position by first name, DO NOT USE IT unless you are given permission by the higher ranking person.

ATTACHMENT 2

When introducing your spouse to a person of the opposite gender (except Chiefs of State and very high Church dignitaries), say, Tom (Jennie), this is Colonel Jones. Introducing one lady to another: "Mrs. Allen, may I present Mrs. Smith," or "Carol, this is Mrs. Smith." Introducing one officer to another: (Present junior to senior) "Major Smith, this is Captain Jones." Introducing yourself to an officer of equal or lesser rank: I am Captain Smith." (Extend your hand.) Introducing yourself to an officer senior to you, "Sir, may I present myself? I am Captain Dover." Wait for the officer to extend their hand.

GRADUATION BANQUET/DINING OUT - (DATE)

<u>TIME</u>	<u>FUNCTIONS AND PARTICIPANTS</u>
1830	Lounge opens – cash bar Members of the staff college and guests should have arrived
1925	Lounge closes Mr/Madam Vice rings dinner chimes – class members and guests assemble in the dining area (ALL PERSONS REMAIN STANDING BEHIND CHAIRS) NOTE: NO COCKTAILS IN THE DINING AREA!
1930	Mess is formally opened by the President with one rap of the gavel and the announcement: “The Mess is opened.”
1931	Invocation
1933	Toasts (All members and their guests remain standing) President of the Mess: “To our Commander-in-Chief, the President of the United States” Members response: “To the President!” Mr/Madam Vice: “To the Chief of Staff, United States Air Force” Members response: “To General _____!” Mr/Madam Vice: “To our National Commander” Members response: “To General _____!” Mr/Madam Vice: “To the Executive Director” Members response: “To Colonel _____!”
1935	President seats the Mess
1937	Welcoming remarks – Mess President
1940	Mess President: Introductions – Head Table -- Honored Guests (See Cue Sheets 1 and 2 attached) Mess President: “Will the Honored guests from headquarters staff please rise and be recognized?”

ATTACHMENT 2

APPLAUSE

- 1945 Poll for additional introductions (See Cue Sheet #2 attached)
- Mess President: "Mr/Madam Vice, will you poll the members for additional introductions of guests and very important persons?"
- Mr/Madam Vice: "I propose that Seminar Advisors be introduced."
- Mess President: "Have our Seminar Advisors introduced." (A designee from each seminar group introduces their advisor beginning with Seminar 1 and continuing through the last seminar.)
- Mess President: "Mr/Madam Vice"
- Mr/Madam Vice: "Yes, Mr./Madam President"
- Mess President: "A toast to our distinguished guests and Seminar Advisors." (Members rise, announced guests remain seated.)
- Mr/Madam Vice: "To our honored guests!"
- Members response: "HEAR, HEAR!"
- 1955 Mess President directs members to be seated: "The Mess is seated." (Including main course and coffee.)
- Mr/Madam Vice: "Ladies and gentlemen, this meat is fit for human consumption." (The Mess can now begin to eat.)
- 2015 Mr/Madam Vice: Controls the program. All members remain seated and continue eating unless called upon by Mr/Madam Vice.
- 2030* Mess President: Adjourns the Mess for 15 minutes.
- *Time assumes the members have finished eating.
- 2045 Mess President: Reopens the Mess with one rap of the gavel. (Announcement, if appropriate.)
- 2047 Mess President: Announcements concerning the remainder of the program. Introduce _____, CAP, Director of the 20__ Civil Air Patrol _____ Region Staff College.
- Director: Remarks
- Mess president: Remarks and introduction of guest speaker.
- Guest Speaker: (Name)

STANDING OVATION at the end of the address.

ATTACHMENT 2

Mess president: Thanks to the speaker and proposes toast to the guest speaker.

Mess President: "Mr/Madam Vice:"

Mr/Madam Vice: "Yes, Mr/Madam President."

Mess President: "A toast to our distinguished speaker" (members and guests, except speaker, rise).

Mr/Madam Vice: "To our distinguished speaker, _____."

Members response: "HEAR, HEAR!"

Additional toasts proposed by the Mess President are executed.

Mess President: Closing remarks

Benediction

Adjourns the Mess with two raps of the gavel.

ALL MEMBERS REMAIN SEATED UNTIL THE HEAD TABLE HAS DEPARTED

NOTE: DURING THE EVENING, EACH MEMBER SHOULD PAY RESPECTS TO THE GUEST OF HONOR.

(Sample)

REGION STAFF COLLEGE BANQUET/DINING OUT

INTRODUCTION OF HEAD TABLE

Mess President: “I will introduce the persons at the head table beginning on my extreme right.

1. Chaplain, Lieutenant Colonel James E. Clifford, Civil Air Patrol
2. Mr. Paul Harris
3. Colonel Lee McCormack, Civil Air Patrol, Pacific Region Commander
4. Mrs. Ruth W. Stevens
5. Major General Jonathon W. Maxwell, United States Air Force, Commander, 23 Air Force
6. I am Major Robert A. Andrew, Civil Air Patrol, your Mess President. (Introduce last if Mess President was at the lecturn to make introductions. See “Head Table Arrangement.”)
7. Mrs. Jonathon W. Maxwell
8. Colonel Ruth W. Stevens, Civil Air Patrol, Pacific Region Vice Commander
9. Mrs. Lee McCormack
10. Commodore Thomas R. Cook, United States Coast Guard Auxiliary, Chief of Air Operations Division
11. Lieutenant Colonel Patricia L. Harris, Civil Air Patrol, Director, 20____ Region Staff College, Civil Air Patrol.”

HEAD TABLE ARRANGEMENT

(1)		(2)		(3)		(4)		(5)		(6)		
	(7)		(8)		(9)		(10)		(11)		(12)	Lecturn

AUDIENCE

(Sample)

INTRODUCTION OF HONORED GUESTS AND STAFF

- Mess President: "I will introduce our Honored Guests beginning with Table 1. (Please rise to be recognized, then you may be seated.)"
- Table 1: Lieutenant Colonel Walter J. Riley, Jr., United States Air Force, and Mrs. Riley. Colonel Riley is Commander, Pacific Liaison Region, CAP-USAF.
- Colonel John A. Votano, Civil Air Patrol, Vice Commander, Pacific Region, Civil Air Patrol.
- Table 2: Colonel James Smith, Civil Air Patrol, and Mrs. Smith. Colonel Smith serves as Executive Director, Civil Air Patrol.
- Mr. Michael W. Brown, Chief of Professional Development, Headquarters, Civil Air Patrol.

(INTRODUCE ALL HONORED GUESTS IN THIS MANNER)

- Mess President: "Mr/Madam Vice, will you poll the members for introductions of other guests and Very Important Persons?"
- Mr/Madam Vice: "I propose that the Seminar Advisors be introduced."
- Mess President: "Have our Seminar Advisors introduced."
- A designee from each seminar group introduces his Seminar Advisor beginning with Seminar No. 1 and continuing until all advisors are introduced.
- Mr/Madam Vice: "I propose that the remainder of the Civil Air Patrol Region Staff College Staff rise and be introduced."
- Mess President: "Region Staff College Staff, please rise as I call your names. I would like to introduce the following persons of the Support Staff:
- Lt Col Herbert W. Hopper
 Lt Col Janice R. McGill
 Major Ronald S. Baxter
 Major Lisa J. Baxter
 Captain Edward R. Murphy
- APPLAUSE. BACK TO PRINTED OUTLINE STARTING:
- Mess President: "Mr/Madam Vice."
- Mr/Madam Vice: "Yes, Mr/Madam President."

INSTRUCTIONS FOR GREETERS (DINING OUT)

You will station yourself at the Main Entrance doors not later than 30 minutes before start. Any person who appears to be attending a formal function should be asked, "Are you attending the Civil Air Patrol Region Staff College Dining-Out, Sir (Madam)?" If you receive a negative reply ask them if they need assistance. Hopefully they will say no – but if not, give whatever assistance they need. If they reply that they are attending the dining out ask their names and check your copy of the guest list for the person. Introduce yourself, "Sir (Madam), I am Captain _____." If they have an assigned escort, introduce them to their escort and s/he will take charge. If there is no assigned escort follow these steps:

1. Take care of any wraps/coats belonging to the lady.
2. If there is a formal receiving line, introduce the guest(s) to the line.
3. After the introductions, tell them where they will be sitting (check the guest list).
4. Introduce them to some members of the student body, excuse yourself, and return to your assigned door.

INSTRUCTIONS FOR SEMINAR ADVISORS

You will be introduced by the “senior” member of your seminar. Seminar 1 will begin and the introductions will proceed in numerical sequence 2,3,4, etc., without regard to where you are seated. The introduction will begin without cue after Mr/Madam President says, “Have our seminar advisors introduced.” Your “senior” member will say: “Sir/Madam, I would like to introduce (rank, name, seminar advisor of Seminar No _____.”

The next seminar will follow without command, waiting only for the applause to subside.