

APPENDIX A: CHANGE OF COMMAND CEREMONY CHECKLIST

CHANGE OF COMMAND CHECKLIST		
Presiding Officer's Rank & Full Name	Date of Ceremony/Date(s) of Practice	
Outgoing CPO's Rank and Full Name (OC)	Incoming CPO's Rank and Full Name (IC)	
TASK	ACTION	REMARKS
EXECUTION MINUS 60 DAYS (Initial Planning)		
Presiding official	_____ Rank and Full Name: _____ _____ Duty Title: _____ _____ _____ Contact Person: _____ _____ Phone number: _____	TRAVELING IN? Yes No
Back-up presiding official	_____ Rank and Full Name: _____ _____ Duty Title: _____ _____ _____ Contact Person: _____ _____ Phone number: _____	TRAVELING IN? Yes No
Determine dress for the ceremony	_____ Typically the dress is "Uniform of the Day" for military attendees and daily attire for civilians. (Unless standardized apparel is necessary) _____ Honoree and presiding official will determine UOD _____ Ushers/Greeters wear same uniform as official party	TEAM LEAD MANAGER
Invitations prepared	_____ Draft e-mail invitation	PROTOCOL LEAD
Honoree's invitation list	_____ List of invitees for OC and IC _____ Addresses and phone numbers of invitees	The list of invitees and addresses is usually the item that takes the longest to obtain; advise the IC and OC "sooner is better" PROTOCOL LEAD
RSVP tracking control set up	_____ Protocol Lead tracks RSVPs exception: _____ RSVP Date: (7 days prior to ceremony) _____ _____ Call back all non-responsive RSVPs 1 day after RSVP date	Obtain tracking sheet through PROTOCOL LEAD

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Reserve location of ceremony and post-ceremony reception	<input type="checkbox"/> Ceremony location <input type="checkbox"/> Post-ceremony reception? Yes No	SERVICES LEAD
EXECUTION MINUS 30 DAYS		
Prepare script	<input type="checkbox"/> CoC Team Lead to create script <input type="checkbox"/> OC and IC review script <input type="checkbox"/> Protocol review script	TEAM LEAD MANAGER & PROTOCOL LEAD
Create and email CoC Invitations	<input type="checkbox"/> Invitations should be mailed out at least four weeks prior to ceremony date.	PROTOCOL LEAD
Create and email CoC flyer	<input type="checkbox"/> Flyers should be mailed out at least four weeks prior to ceremony date.	PROTOCOL LEAD
Create CoC Program	<input type="checkbox"/> Program reviewed by OC, IC and Protocol <input type="checkbox"/> Number to be printed: _____	PROTOCOL LEAD
Biographies	Obtain biographies from: <ul style="list-style-type: none"> • Incoming and outgoing CPO • Presiding Official • Guest Speakers 	PROTOCOL LEAD
Photographer requested	Photographer's info:	OPERATIONS LEAD
Honor guard requested	<input type="checkbox"/> Honor Guard support to Post the Colors <input type="checkbox"/> In-place time for ceremony: _____	OPERATIONS LEAD
Flags	<input type="checkbox"/> Flags should be secured (USA, HHS, PHS, Flag Officer (if applicable))	Be sure flags are same size and are standing straight in the flag holders; spades should be clean of finger prints and smudges and the flat side forward. Ensure flag poles are same size and color OPERATIONS LEAD
Ceremony invocation and benediction	Name: _____	OPERATIONS LEAD

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Communication support requested	<input type="checkbox"/> Typical setup: Podium with microphone for narrator; wireless microphones for Presiding Official, OC and IC <input type="checkbox"/> Music: National Anthem and PHS March	OPERATIONS LEAD
EXECUTION MINUS 21 DAYS		
Seating plan	<input type="checkbox"/> Provide layout to Protocol	PROTOCOL LEAD will determine seating precedence
Reception refreshments	Cater event or provide setup in-house <input type="checkbox"/> Location: _____ <input type="checkbox"/> Provide refreshments ___ Tables ___ Tablecloth(s) ___ Cups ___ Punch bowl and ladle ___ Other: _____ _____ _____ _____	SERVICES LEAD
Greeters and ushers	<input type="checkbox"/> Determine location for greeters/ushers <input type="checkbox"/> Number of greeters needed: _____ <input type="checkbox"/> Number of ushers needed: _____	Greeters welcome the guests, ushers seat guests (Other than family & DVs) ESCORTS & USHERS LEAD
EXECUTION MINUS 15 DAYS		
Escorts for family members & distinguished visitors (DV)	<input type="checkbox"/> Number of escorts needed: _____ <input type="checkbox"/> Escort training day and time: _____	Escorts and Ushers Lead will train volunteers. Assign one escort/usher per family member, DV, or Flag Officer ESCORTS & USHERS LEAD
EXECUTION MINUS 7 DAYS		
Honoree decoration, certificates, letters & gifts	<input type="checkbox"/> Decoration (if applicable)	OPERATIONS LEAD
Spouse flowers, letters & gifts	<input type="checkbox"/> Spouse flowers (purchased by the IC) <input type="checkbox"/> Other: _____	OPERATIONS LEAD
EXECUTION MINUS 2 DAYS		
Rehearsal	Date/time: _____ (1 day prior if a morning ceremony) <input type="checkbox"/> Narrator <input type="checkbox"/> Presiding Official, OC and IC <input type="checkbox"/> Honor Guard, if applicable (ensure there is enough room for their movement) <input type="checkbox"/> Music—if using recorded music, play all the way through the honors (if applicable) and national anthem	TEAM LEAD MANAGER

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Seating tags/stickers	<input type="checkbox"/> Seating for presiding officials and spouses <input type="checkbox"/> Seat tags for DVs and Family	PROTOCOL LEAD
Facility entry arranged for non-government guests	<input type="checkbox"/> Coordinate with Facility Security Office	PROTOCOL LEAD
EXECUTION DAY		
Pre-brief to presiding official	<input type="checkbox"/> Pre-briefing location	TEAM LEAD MANAGER
Seating	<input type="checkbox"/> Seat tags/name cards for DVs and family members <input type="checkbox"/> Seat person giving the invocation near the podium	PROTOCOL LEAD
Flags set up	<input type="checkbox"/> Flags in place 45 minutes before ceremony start <input type="checkbox"/> All poles the same height <input type="checkbox"/> Flags approximately the same size <input type="checkbox"/> Spades are shiny without fingerprints; flat surface facing the audience <input type="checkbox"/> Flag stands all the same kind	OPERATIONS LEAD
Communication /photographer	<input type="checkbox"/> Photographer available <input type="checkbox"/> Communications in place	OPERATIONS LEAD
Programs	<input type="checkbox"/> Placed on chairs of DVs <input type="checkbox"/> Placed by Greeters and Ushers	OPERATIONS LEAD
Flowers and/or gifts	<input type="checkbox"/> POC for flowers and gifts: _____ <input type="checkbox"/> Flowers (purchased by the IC) <input type="checkbox"/> For Spouse <input type="checkbox"/> Other Family <input type="checkbox"/> Gifts <input type="checkbox"/> For Spouse <input type="checkbox"/> Other Family	These are the items most forgotten or not delivered on time. Usually given out during IC remarks OPERATIONS LEAD
Honor Guard and Choral Ensemble	<input type="checkbox"/> Is Honor Guard and Choral Ensemble present?	OPERATIONS LEAD
Greeters and ushers	<input type="checkbox"/> In -place time: _____ <input type="checkbox"/> Place programs on chairs for distribution (as applicable)	ESCORTS & USHERS LEAD
Escorts	<input type="checkbox"/> Determine if the DV or family members will need handicap access to/ from the ceremony site	ESCORTS & USHERS LEAD
Receiving line	<input type="checkbox"/> Location: think through location—do not create bottlenecks and traffic through refreshments <input type="checkbox"/> Flow of people should start with Protocol the IC and then the spouse <input type="checkbox"/> POC for setting up the receiving line after the ceremony	SERVICES LEAD
Reception	<input type="checkbox"/> POC for reception: _____ <input type="checkbox"/> Location: _____ <input type="checkbox"/> Set up time: _____	SERVICES LEAD
AFTER THE CEREMONY		
Flags	<input type="checkbox"/> Return flags and flag stands	OPERATIONS LEAD

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Clean up	_____ Is crew there to clean up?	SERVICES LEAD
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