



**944th Fighter Wing  
RETIREMENT CEREMONY  
Requirements Checklist  
Retiree: \_\_\_\_\_ Ceremony Date: \_\_\_\_\_**



Retirement ceremonies can be planned and executed by any Project Officer/NCO using this checklist. Deviations may be necessary to tailor the ceremony to the individual, but the major items are included. Protocol will advise the project officer/NCO concerning special requirements, check arrangements for correctness, and provide certain flags and reserved parking signs upon request. Printing, purchasing supplies (invites, cards, tags, etc.), gathering equipment, and coordinating with most base agencies is the responsibility of the project officer/NCO. Suggestions for improvement to this checklist are welcome.

**RETIREE'S RANK/NAME:** \_\_\_\_\_ **SPOUSE:** \_\_\_\_\_

**RETIREE'S WORK PHONE#:** \_\_\_\_\_ **PERSONAL PHONE#:** \_\_\_\_\_

**RETIREE'S WORK AND PERSONAL E-MAIL ADDRESS:** \_\_\_\_\_

**DESIGNATED PROJECT OFFICER FOR CEREMONY:** \_\_\_\_\_

**PROJO WORK PHONE#:** \_\_\_\_\_ **PERSONAL PHONE#:** \_\_\_\_\_

**PRESIDING OFFICER:** \_\_\_\_\_

**NARRATOR:** \_\_\_\_\_

**PROFFER:** \_\_\_\_\_

**INVOCATION:** \_\_\_\_\_

**CEREMONY DATE/TIME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**DV/SPECIAL GUESTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST:**

**3 Months Prior** to Retirement on \_\_\_\_\_ (**must begin seeking Retirement Orders**)

\_\_\_\_\_ What kind of ceremony? Indoor, outdoor, formal/informal? **CONFIRMED:** \_\_\_\_\_

\_\_\_\_\_ Determine exact place, date, and time of ceremony. **CONFIRMED:** \_\_\_\_\_

\_\_\_\_\_ Determine who honoree wants to preside at the ceremony. **CONFIRMED:** \_\_\_\_\_

\_\_\_\_\_ Contact presiding official to determine availability. **CONFIRMED:** \_\_\_\_\_



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\_\_\_\_\_ Determine uniform (usually service dress for participants, UOD for others). CONFIRMED: \_\_\_\_\_

\_\_\_\_\_ Hats on or hats off (when conducting Ceremony in a Hangar)? CONFIRMED: \_\_\_\_\_

\_\_\_\_\_ Reserve the room or area for the ceremony. CONFIRMED: \_\_\_\_\_  
If the location will be Hanger 999, contact Outdoor Recreations for portable stage.

\_\_\_\_\_ Ensure that there will be sufficient parking for DVs and non-DVs. CONFIRMED: \_\_\_\_\_

\_\_\_\_\_ Set date for farewell luncheon/dinner --assign POCs.

\_\_\_\_\_ Individual's rater writes citation; what citation will be presented? (Rater must order Décor 6 from FSS/Get legal citation verbiage for script) CONFIRMED: \_\_\_\_\_

\_\_\_\_\_ Retiree orders the certificates through VPCGR (Certificate of Retirement for individual and spouse; Presidential Certificate of Appreciation, Retirement Pin) Ensure mailed to Project Officer or unit. CONFIRMED: \_\_\_\_\_

\_\_\_\_\_ Order US Flag flown over US Capitol or other place like the individual's home state, if desired. *Allow minimum of six weeks for flag purchase/flying over the capital / delivery.*

\_\_\_\_\_ Retirement gift (if you plan to have one). A shadow box is the usual gift. Empty shadow boxes range from \$25 to \$150. This does not include the engraving. The retiring member may want to give flowers to the spouse/mother and also something for other family members (not required).

\_\_\_\_\_ Will there be a receiving line and/or reception after ceremony? Ensure that there is adequate room for people to flow in and out of the line.



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**2 Months Prior** to Retirement \_\_\_\_\_

\_\_\_\_\_ **Have honoree complete Background Information Form (atch 1) and collect Background Information Form from retiree; it will ultimately be used by the presiding official. Must be to presiding official 1 wk prior to the event along with military history (often copies of the retiree’s EPRs/OPRs helps). Ask the PO their preference.**

**COMPLETE: \_\_\_\_\_**

\_\_\_\_\_ **Compile invite list. Make note of any DVs or retired military who may attend. Consult w/Protocol to make any needed DV lodging reservations.**

**LODGING CONFIRMED: \_\_\_\_\_**

\_\_\_\_\_ **Create e-invitation. Set RSVP date NLT 14 working days before ceremony. Send out invitations w/RSVP, (if needed include maps, and directions to base and parking).**

**COMPLETE: \_\_\_\_\_**

\_\_\_\_\_ **Create RSVP tracking sheet. Call all DVs who have not responded!!! You don’t want to be surprised.**

\_\_\_\_\_ **If you’re going to give the honoree a shadow box, request the members Decorations printout.**



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**1 Month Prior** to Retirement \_\_\_\_\_

\_\_\_\_\_ **Reserve photographer through 944 Public Affairs if needed.** *CONFIRMED:* \_\_\_\_\_

\_\_\_\_\_ **Coordinate with 944 Public Affairs if audio system and music are required.** *CONFIRMED:* \_\_\_\_\_

\_\_\_\_\_ **Coordinate w/honor guard for retiring colors if desired (formal ceremony only)  
56 Fighter Wing Honor Guard 6-7240** *CONFIRMED:* \_\_\_\_\_

\_\_\_\_\_ **Contact presiding official to ensure his/her calendar reflects correct date, time, and location.**

\_\_\_\_\_ **Begin building event brief for the presiding official; usually due 1 week before the ceremony.**

**Assign narrator to read citation, retirement orders, etc.**

\_\_\_\_\_ **Develop program; 944 FW/PA can assist you with the design.**



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**2 Weeks** Prior to Retirement \_\_\_\_\_

- \_\_\_\_\_ **Coordinate with 56 SFS for guest and DV needing base access for the ceremony who don't have Mil IDs (Base Entry List must be turned in 14 working days prior to event.)**
- \_\_\_\_\_ **Order cake and refreshments if desired. (funded by retiree)**
- \_\_\_\_\_ **Obtain ceremony music if needed from PA (National Anthem, Honors if required, Air Force Song).**
- \_\_\_\_\_ **Solicit inputs for any gifts that will be presented.**

**1 Week** Prior to Retirement \_\_\_\_\_

- \_\_\_\_\_ **Finalize and distribute copies of the event brief/bio sheets for presiding officer.**
- \_\_\_\_\_ **Finalize and reconfirm room set-up and all other arrangements with appropriate officers.**
- \_\_\_\_\_ **Have copies of certificates available for presiding officer/narrator.**
- \_\_\_\_\_ **Assign proffer and ushers.**
- \_\_\_\_\_ **Assign/reconfirm escorts to greet and guide DVs and family members to their seats. Uniform is usually service dress for escorts if service dress is worn by presiding officer and retiree.**
- \_\_\_\_\_ **Make sure the flag box and/or shadow box is assembled.**
- \_\_\_\_\_ **Make seating chart and seating tags.**
- \_\_\_\_\_ **Schedule practice session for all players, including escorts, 1 day prior to ceremony.**
- \_\_\_\_\_ **Order "roses/flowers" for the spouse from a local flower shop, if desired by retiree.**
- \_\_\_\_\_ **Ensure you have the following items in your possession:**
  - \_\_\_\_\_ **Retirement Pin**
  - \_\_\_\_\_ **Certificate of Retirement (individual & spouse).**
  - \_\_\_\_\_ **Presidential Certificate of Appreciation**
  - \_\_\_\_\_ **Award Citation. (members Unit)**



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**3 Days Prior** to Retirement \_\_\_\_\_

- \_\_\_\_\_ **Finalize retirement script.**
- \_\_\_\_\_ **Brief participants on duties.**
- \_\_\_\_\_ **Schedule appointment with presiding official to brief script.**
- \_\_\_\_\_ **Provide narrator with script.**
- \_\_\_\_\_ **Ensure you have volunteers for the following duties on retirement day:**

**1 Day Prior** to Retirement \_\_\_\_\_

- \_\_\_\_\_ **If retirement is early the next day and the cake was ordered from a bakery, pickup cake now. Have Plan for temporary Storage.**
- \_\_\_\_\_ **If retirement is early the next day, pickup flowers now. Have Plan for Storage.**
- \_\_\_\_\_ **Make sure you have obtained all gifts.**

**Retirement Day** \_\_\_\_\_

- \_\_\_\_\_ **Ensure escorts/ushers have copy of seating plan and review it.**
- \_\_\_\_\_ **Have escorts on hand to lead special guests and military DVs to/from and seats, as required.**
- \_\_\_\_\_ **Brief official party on sequence of events.**
- \_\_\_\_\_ **Set up refreshments (if having).**



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**Ceremony**

- \_\_\_\_\_ **Have people in place to distribute programs.**
- \_\_\_\_\_ **Make sure room is arranged as planned. Check for the following items:**
  - \_\_\_\_\_ **Podium: Script available, Comm specialist available, PA system checked, Music checked**
  - \_\_\_\_\_ **Flags: Correctly placed, won't fall over.**
  - \_\_\_\_\_ **Chairs: Marked with DV and family names.**
  - \_\_\_\_\_ **Refreshment Table.**
  - \_\_\_\_\_ **Presentations table on stage.**
- \_\_\_\_\_ **Escorts review seating chart to expedite DV and guest arrivals.**
- \_\_\_\_\_ **Make sure the following items are on the presentation table (if needed):**
  - \_\_\_\_\_ **Retirement Order**
  - \_\_\_\_\_ **Retirement Pin**
  - \_\_\_\_\_ **Certificate of Retirement.**
  - \_\_\_\_\_ **Presidential Certificate of Appreciation.**
  - \_\_\_\_\_ **Spouse's Certificate of Appreciation.**
  - \_\_\_\_\_ **Commander's Letter(s) of Appreciation**
  - \_\_\_\_\_ **Award Citation.**
  - \_\_\_\_\_ **Shadow Box.**
  - \_\_\_\_\_ **Flowers for Spouse.**
  - \_\_\_\_\_ **Gifts for others.**
- \_\_\_\_\_ **Check for the following at the refreshment table (if having):**
  - \_\_\_\_\_ **Cake.**
  - \_\_\_\_\_ **Knife to cut cake.**
  - \_\_\_\_\_ **Punch bowl and ladle.**
  - \_\_\_\_\_ **Coffee pot with cream and sugar.**
  - \_\_\_\_\_ **Cooler with ice for punch.**
  - \_\_\_\_\_ **Plates.**
  - \_\_\_\_\_ **Cups for punch and coffee.**
  - \_\_\_\_\_ **Forks.**
  - \_\_\_\_\_ **Spoons.**
  - \_\_\_\_\_ **Napkins.**

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Atch 1

**BACKGROUND INFORMATION FORM**

**We would like to make your retirement a memorable occasion. Please provide information (on an attached sheet if necessary) for the individual officiating at your ceremony. The data you provide will help us make this event special for everyone.**

**NAME/NICKNAME:** \_\_\_\_\_

**SPOUSE'S NAME:** \_\_\_\_\_

**CHILDREN'S NAMES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Where were you born?**

**When and where were your children born?**

**Where is your spouse from?**

**Where did you go to school?**

**Where and when did you go to college? Commissioning source?**

**Give me some background on your decision to join the military.**

**Provide a short synopsis of your career or a biography.**

**What hobbies have you indulged in over the years?**

**Who will attend your ceremony (family, friends, special guests) and what is their relationship to you? Any military or civilian DVs (O-6 or above)? How many reserved parking spaces will you need?**

**Provide printout of date of rank and decorations.**





**Retiree:**

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*Atch 2*

*Example inscription of shadow box engraving:*

***JOHN P. JONES  
25 YEARS OF  
HONORABLE SERVICE IN THE  
UNITED STATES AIR FORCE  
1 MARCH 1975 - 1 SEPTEMBER 1997***

*Example inscription of flag box engraving:*

***THIS FLAG FLEW OVER THE ALAMO 6 JULY 1997  
IN HONOR OF  
JOHN P. JONES  
WHO DEDICATED 25 YEARS DEFENDING  
THE CONSTITUTION OF THE UNITED STATES OF AMERICA***