

AHEPA MEDAL FOR MILITARY SERVICE AWARDS CEREMONY

Awards ceremonies recognize significant contributions or acts by an individual. Presentations may include letters, plaques, medals or other means of recognition. These ceremonies allow members of AHEPA to become more aware of the significant past performance by the persons to be honored.

Good ceremonies don't just happen. They must be preceded by quality planning. Then the details must be completed in a timely manner. The more effective planning which goes into an event, the better the event will be. The following gives a suitable means of conducting such a ceremony.

As long as all of the "glitches" are corrected before the ceremony begins, everyone will be okay. Strive for a perfect ceremony every time. Everyone will appreciate the ceremony more, and the special feeling you create will become a positive lasting memory for all concerned. Many AHEPA events will honor several individuals and will require additional attention to detail. It is not possible to cover all situations, but most are covered herein. Remember, common sense and courtesy should prevail, and when a problem arises which *project officers cannot resolve, they should seek a command decision.*

CHECKLISTS FOR AWARD CEREMONY

PRE-CEREMONY CHECKLIST

1. What is the ceremony and what award will be given? Who will assist in the presentation? Do clips for medals have to be obtained to make pin on easier? Have the medals arrived? The Medals should be received at least three days before the ceremony.
2. Who are the individuals to be awarded the AHEPA Medal?
3. Select participants to be in the ceremony? Master of Ceremonies and Presenter
4. Confirm time and date. At what event will the Award Ceremony take place
5. Personnel who should be invited
6. Schedule a photographer
7. Select type of format to be, luncheon, special event etc.)? Where will ceremony take place? How should the presenting area be arranged? Table for placing of medals and Certificates, chairs, flags, microphone, sound system, lighted lectern? There should be an American Flag, Greek Flag and if available, an AHEPA Banner (Chapter, District, etc) properly placed on the stage
8. Who will assist in the presentation? Have they been briefed?
9. Select the narrator (master of ceremonies) and the Presenter.
The presenter should be one of the following, in order of availability: Military Officer- on Active Duty, or serving with the Reserve/National Guard, Retired Officer who is a member of a local AHEPA Chapter. If none are available, an AHEPA Brother from the National, District or Chapter level in that order should be invited to present the AHEPA Military Medal.

10. The narrator should be given copies of the Certificate that is awarded with the AHEPA Medal and the names of the recipients.
11. Inform honorees, presenter, and narrator what will be the expected dress for the ceremony. Military Presenters will be in Military Uniform; Civilian Presenters will either wear a suit and tie or AHEPA Blazer if they possess one. The Honorees can wear their Military Uniform, if available, Suit and tie or AHEPA Blazer if they have one.
12. Prepare agenda. Determine if special seating arrangements, if needed. Get copies of agenda to honorees, presenter, narrator, and others as necessary. Brief principals on ceremony details. If needed, prepare a narrative package (award, biographical sketch, agenda, etc.)

DAY OF CEREMONY CHECKLIST

1. Ensure chairs, flags, tables, name tags are arranged properly and according to plan. Have honoree's and presenter's places been marked with tape on the floor at appropriate ceremony area?
2. Walk/talk through ceremony with honoree/ narrator as required.
3. Be sure narrator/master of ceremonies has all material needed.
4. Be sure award assistant has the medals and certificates.

ACTUAL CEREMONY CHECKLIST

1. At appointed hour, narrator or designee calls room to attention, asks audience to stand, for Posting of the Colors (If included in Ceremony)
2. Honorees called to front of audience reports to presenter.
3. When honoree or honorees are properly positioned, presenter asks narrator to read the certificate which accompanies the Medal, as required.
4. Assistant provides Medal to presenter who pins on or hands to recipient. Photos follow (Have persons stand close together, avoid "Grip and Grin," face each other, have them pose for the best possible picture with emphasis on recipient.) or Group photo at end of Ceremony
6. Continue with additional agenda items, as necessary.
7. Presenter concludes the ceremony and invites all to stay for refreshments (if pertinent)
8. Follow up should be done by public relations committee for the local media story/coverage. Prepare notice to AHEPA Headquarters for additional publicity in the Ahepan Magazine and/or E-Newsletter.
9. Learn from problems encountered. Keep a record. Prepare for the next ceremony.

AWARDS CEREMONY SAMPLE AGENDA

Award Ceremony for the Presentation of AHEPA Medal for Military Service

Time, Day, Date

Place

Uniform for principals and attendees

Time Narrator provides overview to audience and any announcements as needed.

- Brief the recipients on who the presenter will be.

Time - Audience asked to stand or called to attention. Presenter arrives welcome. Audience seated. VIPs introduced. Comments about award and biographical sketch of award recipient. Recipient or recipients called forward.

- Narrator asked to read the Certificate

- Presenter pins or clips on medal at end of reading. (Assistant hands award items to presenter.) Photos taken. Sequence repeats for ceremonies with several awardees in order of award precedence highest to lowest.

-Ceremony concludes congratulations given in short receiving line refreshments served, if available.

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