

Curriculum on Military Courtesy

“Special Event Courtesies” C1-C4



THE MILITARY DINING IN AND DINING OUT: INTRODUCTION

- C1. Differentiate between the Dining In, Dining Out, and Military Ball.



Introduction

- Dining In
 - formal dinner function for members of unit
 - celebrates the unique bond or cohesion of the unit
 - The custom can be traced to Vikings celebrating victories
 - Brought to America during WWI and WWII



Introduction (cont'd)

- Dining Out
 - Similar to a Dining In but guests are allowed
- Military Ball
 - Audience is primarily couples
 - A formal dinner with an optional dance





Check on Learning

1. What is the major difference between a Dining In and Dining Out?
2. T/F A Dining In is a formal dinner for members of a unit.
3. T/F A Military Ball's primary audience is couples.



PLANNING THE DINING IN OR DINING OUT: CONSIDERATIONS AND PROCEDURES

- C2. Describe the planning requirements for a Unit Dining In/Out/Ball.
- a. Describe the subcomponents of a Dining In or Dining Out.
 - b. Identify the functions of the Officers of the Mess.
 - c. Identify what a typical Dining In program (sequence of events) looks like.
 - d. Construct an Invitation to a Dining In given the relevant information.
 - e. Plan a menu, table settings, and seating arrangements for a Dining In.



Planning the Event

- The first stage in planning is to determine the following:
 - Purpose & Participants
 - Needs to be identified to determine if the event is a dining in, dining out, or military ball
 - Officers of the Mess
 - Date and Place



Officers of the Mess

- The President of the Mess
 - Usually the Commanding Officer or Deputy Commander
 - central figure of the Dining In
 - Sets date and place
 - Presides over event
 - Appoints Vice President and other Mess Officers
 - At Cadet Corps events, the Cadet Battalion Commander or Executive Officer acts as the President



Officers of the Mess (cont'd)

- Vice President of the Mess (Mr./Ms. Vice)
 - usually a junior officer selected for his/her wit and speaking abilities
 - Person responsible for the evening
 - First to arrive and the last to leave
 - Sounds the dinner chimes at the appropriate times
 - Keeps the party moving
 - Test the meal and announces it is fit for human consumption



Other Officers of the Mess

- Committee Chairpersons
 - Organize and execute aspects of the event
 - Amount depends on the size and purpose of event
 - Examples Include:
 - Protocol Committee
 - Mess Arrangement Committee
 - Table Arrangements Committee
 - Entertainment Committee
 - Master of the Punch (prepares the punch)
 - Gunners (makes sure all glasses are charged)



Check on Learning

1. Write down which Officer of the Mess is responsible for the following:
 1. Sets date and place
 2. Presides over event
 3. Person responsible for the evening
 4. Test the meal and announces it is fit for human consumption
 5. Prepares the punch
 6. In charge of ensuring all glasses are charged



Program Planning

- The Dining In/Out is generally divided into formal and informal sessions
 - Pre-dinner activity (no longer than 30 minutes)
 - Receiving line
 - Social portion
 - Formal portion
 - Remarks by President
 - Event (Awards, hail and farewell, Speech by guest)
 - Dinner
 - Informal portion
 - Dancing



Sequence Of Events

- Receiving Line
- Social Period
- Dinner Chimes – Movement to Mess
- Post Colors
- Invocation
- Toasts
- Introduction of Guests
- Toasts – to the guests
- Punch Bowl Ceremony, Entertainment or Awards Ceremony



Sequence Of Events (Cont'd)

- Dinner
- Break
- Dessert – Coffee
- Highlight Event – Guest Speaker
- Closing Remarks
- Final toasts
- Benediction
- Retire Colors
- Mess Adjourned



Check on Learning

1. What are the three parts to the Dining In/Out?
2. What is one example of the event that can take place during the Dining In/Out?
3. What is the first event during a dining In/Out?



Invitations

- Extend invitations to key Cadet Corps staff such as:
 - Commandants and Assistant Commandants
 - Tactical Officers
 - Brigade Advisor and staff
 - Possibly school administrators
- Invitations might be extended outside the unit
- May be hand written, printed or fill in



Example Invitation

The Cadets of A Company, Fourth Regiment
cordially invite you
to their Dining In
on Wednesday, the twenty-seventh of September
at six o'clock in the evening
Black, Gold, Gray Room
Washington Hall



Protocol Rules

- Promptly reply to the invitation (within 72 hours)
- Wear most formal uniform. Civilians should wear formal attire or dark business suit.
- Arrive on time
- Attendees should be time-conscious
- Attendees should introduce themselves to the guest of honor
- Attendees should “take seats” only when directed to do so by the President



Menu

- The food served at a Dining In/Out should be of the best quality available for the budget
- The key is to treat the experience in as formal a way as possible





Table Arrangements

- Tables may be round, square or rectangular and be in any formation
- A head table is appropriate
- The guest of honor sits to the right of the president at the head table
- The next ranking guest sits on the president's left
- Members of the mess and other guest are seated throughout the mess
- Mr./Ms. Vice is seated at a separate table at the rear facing the President



Place Cards

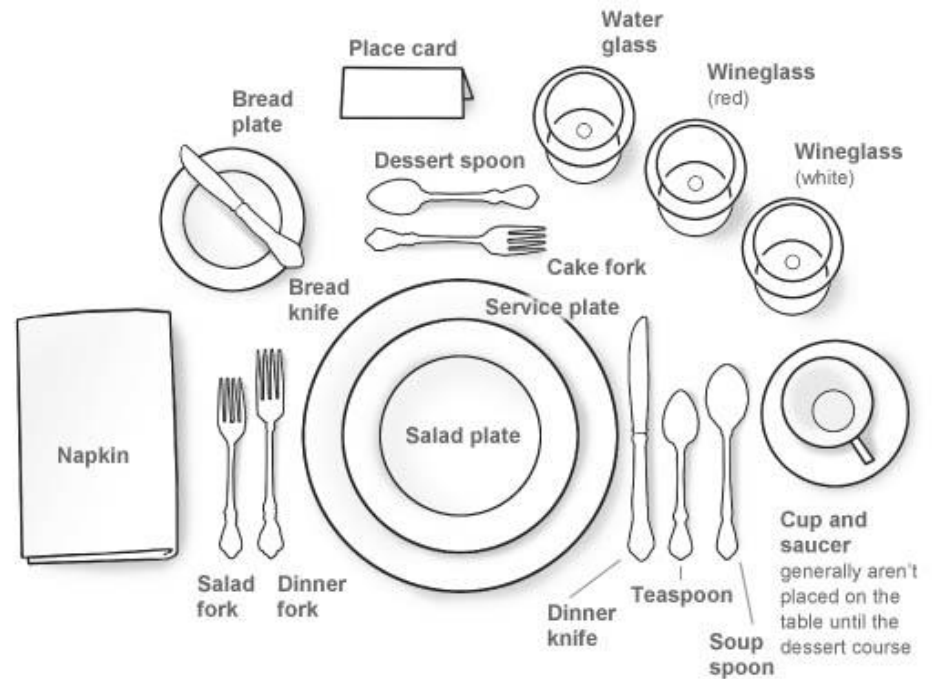
- Place cards are used as a manner of convenience in seating guests
- Should always be placed at the head table
- Place cards have a distinct position on the table



Place Setting

- Use only what your menu requires
- Remove items used before the next course
- In the event of last minute cancellations, remove entire place setting or consolidate tables to avoid gaps

FORMAL PLACE SETTING





Check on Learning

1. T/F Guests should reply to invitation with in 72 hours.
2. T/F Cadets should wear their most formal uniform to the event.
3. Construct an invitation using the following information:
 1. Tuesday, May 16, 2107
 2. Rose Room, Baldwin Hall



EXECUTING A DINING IN/OUT/BALL

- C3. Explain how to conduct Unit Dining In/Out/Ball.
- a. Summarize a Receiving Line process and protocol.
 - b. Describe how to Post and Retire Colors at the event.
 - c. Describe how to conduct a Fallen comrades / Missing man table.
 - d. Understand and follow rules of the mess.
 - e. Properly introduce a VIP Speaker at a Cadet function.
 - f. Properly propose a toast. List the proper responses to toasts at a Cadet function.



Receiving Line

- The receiving line is formed from right to left
- Formed in order of rank
- The president is on the right with the American Flag directly behind his right shoulder
- The Adjutant is positioned to right of the president



Receiving Line Etiquette

1. Announce your name to the Adjutant but do not shake hands. Never assume the Adjutant knows your name.
2. The Adjutant will in turn introduce you to the President of the Mess. You exchange handclasps and greetings.
3. The President will introduce you to the next person and the procedure will be repeated through the receiving line.
4. Repeat your to the person being greeted if your name is lost during the process.
5. Always face the person you are greeted and move promptly to the next person.



Posting and Retiring of Colors

- All flags are initially to the rear of receiving line
- The President directs the colors be posted and retired
- Posting the Colors officially starts the formal portion
- Retiring the Colors ends the formal portion





Toasting

- Toasting is an ancient tradition of drinking together in honor of someone or some group
- It is believed that this custom came into wide acceptance after the effects of poisons were discovered
- Today, toasting is a gesture to honor the person or group being recognized
- Toasts are considered a mandatory part of any Dining In/Out.



Toasting Etiquette

- All persons should be informed of toasting order and response
- The first toast is to the Commander in Chief (unless foreign guests are involved)
- Do as the Toastmaster does
- Never drink a toast to yourself





Toasting Order

- The order of toasts at a cadet battalion level Dining In/Out which has no foreign dignitaries in attendance:

TOAST	RESPONSE
To the President of the United States	To the President
To the Governor of California	To the Governor
To the California National Guard	To the Guard
To the California Cadet Corps	To the Corps
To the 314 th Battalion (example)	To the Pirates or Hear, Hear
To our Guests (if guests are present, and only after they've been introduced)	Hear, Hear



Check on Learning

1. T/F All members of the mess should be aware of the toasting order and response.
2. What is the correct response to the following toasts:
 1. To the President of the United States
 2. To the Governor of California
 3. To the California National Guard
 4. To the California Cadet Corps
 5. To Our Guests



Fallen Comrades/Missing Man Table

- Most military organizations pay tribute to comrades that are missing or killed in action or taken prisoner
- The ceremony involves a narrator reading a script that describes each item placed on the table
- At the end of the narrative, the narrator proposes a toast “To Our Fallen Comrades”





Guest Speaker

- Units often invite a VIP to be the Guest Speaker
- The invitation to the guest speaker should be made personally
- An escort should meet the guest speaker upon arrival
- The Guest Speaker should participate in the receiving line
- The President of the Mess normally introduces the Guest speaker
- It is also common to give the speaker a small gift



Use of Gavel

- President uses gavel to signal member of the mess
 - Three raps- requires the attention of all members
 - Two raps- members will rise and stand in place
 - One rap- Members will take seats





Point of Order

- Used by members of the mess who wish to be recognized
 - Member will stand and ask to be recognized by saying, “Mr./Ms. Vice, I have point of order”
 - Once recognized member will state their point of order
- The vice will either ask for the recommendation of the president or take appropriate action



Rules of Mess and Fines

- Purpose of the rules is preserve the traditions of the unit and to ensure the dignified conduct of the members
- The Vice will collect fines for violations of established customs and procedures
- Fines are administered in good spirit
 - Ex. Drinking from the Grog, singing a song, perform a skit



Sample Rules of Mess

- Members of the mess will not be tardy to any proceedings.
- No member will violate uniform regulations.
- All rules of military protocol and etiquette will be in effect throughout the proceedings.
- All members of the mess will be treated with deference and respect, regardless of rank. Rumors and slander of a sexual nature will not be tolerated.
- The main course will not be eaten until approved by Mr. Vice



Punch Bowl Ceremony (Grog)

- Drink containing ingredients to represent the history of the California Cadet Corps and your unit or school (Should be unappealing to drink)
- Made during the Dining In by Master of Punch and assistants
- Cadets who violate rules of the dining in may be made to drink from the grog



Check on Learning

1. T/F An escort should meet the guest upon arrival.
2. T/F The narrator will propose a toast “To Our Fallen Comrades” at the end of the fallen comrade ceremony.
3. T/F The President of the Mess introduces the Guest Speaker.
4. T/F The purpose of the rules of mess is preserve the traditions of the unit and to ensure the dignified conduct of the members



FUNERAL HONORS/COURTESIES

C4.



Introduction

- Funeral services of great magnificence evolved as custom in the 6th century
- The first general mourning proclaimed in America was death of Benjamin Franklin in 1791
- The second was the death of George Washington in 1799





Reversed Arms

- Reversed arms, displayed by one opponent on the battlefield, signaled that a truce was requested so that the dead and wounded could be carried off and the dead buried





Three Volley Salute

- Originated as far back as the Roman Empire
 - casting dirt three times on the coffin constituted the “burial”
 - In more recent history, three musket volleys were fired to announce that the burial was completed





Other Customs

- Horse-drawn caisson
 - Likely began in the 1800s
- A mounted rider is accompanied by a rider less horse in mourning caparison followed by a hearse





Military Honors

- Burial in a National Cemetery (if desired)
- Military clergy
- Military honors team
- Folding and presentation of flag to family
- Firing party
- Playing of Taps





Check on Learning

1. T/F. The following may be included in a military funeral:
 1. Burial in a National Cemetery
 2. Military clergy
 3. Military honors team
 4. Folding and presentation of flag to family
 5. Firing party
 6. Playing of Taps



Personal Conduct

- Persons in military uniform face the casket and execute the Hand Salute at the following times:
 - When honors, if any, are sounded
 - At any time the casket is being moved
 - During Cannon Salutes, if sounded
 - During the firing of volleys
 - While “Taps” is being played
- Honorary pallbearers in uniform conform to those instructions when not in motion



Personal Conduct (cont/d)

- Male military personal not in uniform
 - Stand at attention, uncover, and hold headdress over left shoulder with right hand over the heart
- Female military personal not in uniform hold right hand over the heart
- All personnel bow their heads at the words "Let us pray."
- All mourners follow the example of the officiating chaplain



Check on Learning

1. Should a hand salute take place during the following situation:
 1. At any time the casket is being moved
 2. During Cannon Salutes, if sounded
 3. While in civilian clothes
 4. During the firing of volleys
 5. While “Taps” is being played



Military Funeral Honors

- Use standards from TC 3-21.5, Chapter 14, and/or an approved Standard Operating Procedures (SOP) on military funeral honors
- Cadet units may also assist Military Funeral Honors Teams
- Cadets may assist cemeteries in laying wreaths or flags in front of tombstones for national holidays
- Cadets performing funeral honors duties must exceed uniform standards



Check on Learning

1. List one way Cadets can contribute to honor the fallen.
2. T/F. Cadets performing funeral honors duties must exceed uniform standards.
3. T/F. Cadet may not assist Military Funeral Honors Teams