

2019

Change of Watch and Awards Guide



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CHANGE OF WATCH AND AWARDS GUIDE

PROLOGUE

A Change of Watch and Awards event is a time to show the district leadership, division members, active duty, community leaders, family and friends how squared away the Division is and how active and supportive the division's membership is of all members. A well-produced event leaves the image of a coordinated, detailed, and well-led division, strong on fellowship; a poorly produced event leaves a negative impression about anything the division does. Remember, district leadership and many active duty personnel attend up to nine of these events each year and may have done so for several years. They have seen the very best and, sadly, the worst. You want your division to be remembered in a positive light.

Producing a quality Change of Watch (COW) and Awards event takes time, planning, teamwork, and the support of the entire division. It is all many people know about the division. Do it well.

- Build on what was done previously
- Develop a plan
- Ask for help, delegate tasks, stay in contact
- Follow-up on assigned tasks
- Prepare a realistic timeline and script for the preparation and event
- Rehearse your script and follow it
- Be prepared to make changes at the last minute
- Thank everyone involved

When do you start planning your event? You start planning for the next year as soon as the current year's event is in process. Make notes regarding any issues that arise before, during, and after the event. Note what went well and should be included for the next year; what did not work well and could or should be discontinued; and, what could or should be added for the next event.

LOCATION

CONSIDERATIONS

- Easy to find – especially if someone is not familiar with the area
- Free parking preferred
- Accessible easily for wheelchairs, walkers, canes or bad knees. Accommodate all.
- Separate room so that the event is not disturbed by other activities
- Big enough so that people can move around without bumping into others. Especially important when awards are being handed out. Winners should be able to move freely and quickly to get their awards.
- Good food, reasonably priced
- Space for tables for check in, hats, raffle/door prizes, awards and a podium.
- Table for a projector and space for a screen.
- Sound system with good microphone and well-placed speakers. If the division is bringing its own equipment go in advance, set it up and test it.
- Central to a location most members will attend, or it has a special draw/reputation that will enhance attendance.
- Will there be a bar in the room or someone taking drink orders?
- Will special meal requests be accommodated?
- If you have problems with the venue, document it as it occurs, so that you know what to expect the next year

Set the location and date well in advance and place the date on the division (including the flotillas in the division) and district calendars to avoid scheduling conflicts. Have your date approved by the division's flotilla commanders, district captain and/or district chief of staff. Take into consideration travel by members and guests, especially those who might travel a long distance.

Establish committees, break the event into manageable tasks, prepare a comprehensive list of protocols and military etiquette, and have a general program outline. You may be able to follow in the footsteps of those who have produced well executed prior events. From beginning to execution, it is a lot of work and a comprehensive step-by-step plan and checklist provides a tracking system.

Write down your plan, what you have done, and what you plan to do. Some use the Incident Command System (ICS) which has forms to document the event.

Develop the plan as though you will be doing it without help. What written directions would you want so that everything is done correctly?"

SETTING DATE, TIME, AND LOCATION

Choose a date that is agreeable to a majority of those who will attend. By setting a date early and having the flotillas and the district add it to their calendars, you are giving early notice to everyone so they will not schedule an event on top of your event. Do not assume that because a division has traditionally held their event on a specific weekend, they will continue to do so.

Consider holidays or special events that might impact local traffic, transportation, hotel availability, and costs. Consider events in other divisions which might make attending your event a challenge. For example, a dinner Saturday night in Division 1 (San Diego area) and a brunch Sunday morning in Division 7 (Channel Islands area) means a late night, an early morning, and a long drive for those who attend both events.

Is the location central to most members, or, if not central, then one that is popular and will entice members to attend. If you are using a new venue try their meals in advance so that you have a reasonable chance at satisfactory foods. Work with and don't be afraid to ask facility staff for their suggestions. They see many group settings and have a pretty good sense for what works and what does not.

Once the date and location are selected send a "Save The Date" notice.

If a written contract is required, be sure to get proper legal authorization from the Division's assigned ADSO-LP (Legal).

INVITATIONS

The better the invitation process the better the response. Which to use: email invitations or mailed invitations with a response card? While most auxiliary members are highly computer literate and services such as E-vite have built-in tracking systems, most divisions still say that mailed invitations with response cards/forms result in more members and guests attending and support the event as more than just a party.

A response card/form should include only the name(s), number of people attending, food selection (if any), and amount of money enclosed. Their full address is not necessary although a contact item, either email or phone number, is a good idea should there be questions.

If you want a good attendance, then invite everyone! Invite the District Bridge, past Commodores, DSOs and staff; leaders in other divisions even if that division is some distance away; active duty members with whom your division has been involved during the year; active duty leadership in your AOR; community leaders; and all division members individually.

If the event will be at a country club, yacht club, or other organization's location, you may want to invite the club president or commodore as a guest to show your appreciation and to further a connection. Depending on your community, it may be appropriate to invite a community leader.

The Auxiliary Affairs Specialist/Office Manager in the D11sr DIRAUX satellite office sends out information about which officers are assigned/designated to attend which Change of Watch as well as guidance on who should be invited (names and assignment active duty) as well as District Captains, etc.

Invites should go out at least six weeks in advance. Division members may have had the date on their calendars, but guests, active duty, and District Board and Staff may not have that information. Take the time and make the effort to ensure that as many people as possible attend. In addition to mentioning the event at Flotilla meetings, create flyers to email or send to invited guests.

Consider using a calling tree to personally invite members, or to ask if they received the invitation. As the event date approaches send out a final reminder – email, flyer, postcard, or phone call. Be sure to answer any concerns, especially from new members, such as “I don't have a uniform,” or “I don't have any hours, am I allowed to attend”?

The better your invitation process the better the response. For leaders – Auxiliary, active duty and community - a hard copy invitation card or letter is recommended. These people receive a lot of mail and having an invitation in-hand is a plus. If you choose to use electronic invitations for everyone else, including all members of your division, put some effort into the design of the invitation, even on E-vites and similar services. The more the invitation looks as though someone put effort into inviting you, the more likely it is that people will respond positively.

In general, it speaks poorly to send a group email with a flyer attached for the actual invitation. Many people receive a lot of email and it becomes easy to overlook something important or for that email to end up in a spam file. A group email "Save The Date" is fine, but not a group invitation. Put the invitation in a format such as a .pdf, or .jpeg that can be opened by both Word and Apple users.

Again, those invited need to feel special and that the Change of Watch and Awards a special event. Make invitations look nice. If you choose to use email then at least make it a nice flyer for Division members, District staff, perhaps asking someone with artistic skills to assist in the design. But, always send written letters or invitations to Active Duty, District Bridge, and anyone outside of the Auxiliary.

Include on each invitation: the day, date, reception time, event start time, mealtime, name of event location, address, uniform of the day, and any special information about parking or how to respond.

Example: Division 3, USCG Auxiliary, invites you to join us as we celebrate the 2019 accomplishments of our members Saturday, 8 February 2020, at Uptown Banquet Hall, 2223 S. Main Street, Anytown, CA, Rendezvous Room. No host fellowship begins at 1100 and lunch will be served at 1200. Uniform of the Day is Tropical Blue or appropriate civilian attire. \$35 per person. The paid reservation deadline is 1 February. Send your paid reservation to _____.

If you are inviting someone to be the guest of the division word the invitation "Division 46 invites you and a guest [always offer to allow them to bring a guest] to be our guests at our Change of Watch and Awards Luncheon Saturday . . . ". Leave out the price per person. Include a contact name, phone number and email. If you have not heard from invited guests two weeks before the event, call to confirm whether they will attend.

Regardless of the civilian, Auxiliary, or Coast Guard status of the invitee, if your invitation stipulates, "It is our pleasure to extend an invitation to you and Mrs. Doe to attend our Change of Watch Dinner as our guest. . ." Mr. Doe will assume that he will not be expected to pay for dinner tickets for himself or his guest. If you wish to extend an invitation but are unable offer a free ticket you can state, "It is our pleasure to invite you and Mrs. Doe to join us at our Change of Watch. . ." Then include the cost and enclose reservation information in your letter.

The more senior (military or political) your guest, the earlier they must establish a schedule. If your invitation is to a senior Coast Guard officer or a National representative of the Auxiliary, it has the best chance of being accepted if it is received at least eight weeks in advance of the event and longer if possible. After first getting approval from the local Director, send "save the date" notices to any employees of state or local agencies you would like to invite, including Members of Congress or State Assemblies. Do this at least three months in advance of the date of the event.

If you know the invitee is has a same sex partner, word the invitation appropriately. In general, you would address an invitation letter to the specific person you want to invite and include “and guest” in the wording. If you are inviting the couple, both partners equally, then for married individuals or those who are in a long-term relationship, you would write on one line, “Mr. John Smith and Mr. William Johnson.” If the couple are not married or is not in a long relationship you would invite the person who has the link to the Auxiliary and add “and guest.”

Active duty personnel do not need to be invited as free guests. If your Division works closely with a group of active duty and you are financially able to invite them as guests, then go ahead and do so. However, do not assume that each active duty member must be invited as a free guest.

Have one master invitation list, held by one responsible person, who tracks all responses and can respond to questions. This may be the SO-FN, but it does not have to be. The important point is that by having just one master list it is much easier to determine who is attending.

ENCOURAGING ATTENDANCE - FOLLOW-UP

Before the deadline for reservations, have the Flotilla Commanders contact each member who is receiving an award but who has not made a reservation and encourage them to attend. Send out reminders. If someone or something new and interesting is added such as a special guest, or give away items, let everyone know.

MAKING YOUR CHANGE OF WATCH DISTINCT TO YOUR DIVISION

The one thing you can do to make your Change of Watch distinct is to have a well-planned and well-produced event. Do you need to add something special? You can add music and/or guest speakers and/or door prizes. You can add in various ceremonies and awards. You can have a community leader as speak. That is up to you. Remember to consider the overall length of the event.

With the music (MU) program now active, each Division can add music by either a soloist or instrumental interludes. Early notice is required if you would like to use members of various district musical ensembles.

Some divisions have a tradition that belongs to them and they feel comfortable continuing such as unique awards with which their members identify. These are good customs to keep.

Some divisions use a photo presentation in conjunction with their hard copy program, or in place of it, and perhaps video or photos of some events held during the year. A short recap video or slide show of the division's activities during the year is a nice touch and can play during the social hour and meal.

Change of Watch events are more than simple daytime luncheons and should be given appropriate ceremony and celebration. Evening events are considered more formal and should be considered if the costs are not prohibitive and members have the appropriate Service Dress uniforms. Some divisions have found that an evening event creates more of an air of ceremony to the COW as opposed to a daytime bunch/luncheon.

If you conduct a Crossing the Bar Ceremony or a POW/MIA ceremony make sure the props, settings, and script are correct.

If you will have door prizes, raffles, or an auction, open donations up to all members. Someone might have a business they want to advertise by presenting an item or gift basket or enjoy supporting the event by adding to the prizes.

Naturally, you cannot have all these aspects at your event because it will make it last a long time. Choose one or two and do it/them well. Consider the length of your event. It is not meant to be a marathon. Four hours, maximum, from beginning to end, social hour to door prizes, is usually enough time.

THINGS THAT MAY BE INCLUDED, OR NOT INCLUDED

Pledge of Allegiance

National anthem – group, musical soloist, vocal soloist

POW/MIA ceremony

Change of staff – recognition of outgoing elected officers and appointed staff

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Pledges –elected officers, appointed staff, and any new members

Certificates of Appointment to new staff

Staff Gifts – optional

Member of the Year

“Goof” of the year – as a fun presentation about something that went wrong.

DO NOT INCLUDE

“Piping” the entry of ranking active duty and high-level Auxiliary personnel is inappropriate on dry land. “Piping” is done on Ships.

FINANCES, SIGNAGE, DECORATIONS, LOGISTICS

FINANCES

- Requiring paid reservations assures you that your expenses are covered. People who have spent money are more likely to attend
- Deposit checks timely, at least once a week.
- Offer an opportunity to use a credit card via PayPal, Square, Venmo, Zelle, or similar by going to a specific site and entering the financial information. Do not ask the person to include their credit card information on a response card.
- Acknowledging receipt of all reservations with an email or a phone call
- Money/Income events such as raffles requiring a ticket purchase MUST comply with State Laws.
- Door prizes, where members are given a free ticket(s) are allowed.

SIGNAGE

If guests arrive and are not able to find the exact location, or cannot find the room in a large venue, it is a bad start. A location that is easy for area residents to find, may be a challenge for those from out of the area. If this is the case, include a map or clear directions in the invitations.

Signage to direct attendees to the location from the street, and/or parking, is a nice touch especially for those not familiar with the area or venue.

DECORATIONS

Decorations and centerpieces need to be in good taste and appropriate to the event. They can add a festive flair and set the mood. However, if a centerpiece is too large and inhibits conversation across a table, it is inappropriate.

Set a budget, assign someone to be responsible, and plan for distribution of centerpieces at the end of the event. Do not assign someone and assume that it will be done and that it will be good. Set a budget and keep in touch.

PHOTOS

Who will take photos? Will there be a separate area for photos of those receiving awards and plaques? If "Official" pictures are being taken, plan for it. Consider background, space, lighting, etc.

LOGISTICS

Flags – American and Auxiliary. Who will bring them and set them up. Be sure that they are in the proper location and that they will not interfere with any activities. If there will be an Honor Guard set a clear path between the entry and where the flags will be posted.

Assign greeters and have them show District and active duty officers and any dignitaries to their assigned seats.

Will there be entertainment? If so it needs to be very good and of short duration.

Prepare a script (see separate section)

Be sure all awards are in-hand well in advance and laid out in script order, so time is not wasted trying to find an award.

Know which awards for your members were given at the D-Train or N-Train, if those events were held in advance of the COW and arrange to have them read and presented again.

PROGRAM HANDOUT

Most divisions have a program listing the order of events and a variety of information. These programs should be placed at the tables before guests are seated or handed out as guests arrive.

Programs serve a practical purpose so that guests know what comes next and presenters know when they will be called to the podium, along with an additional opportunity for the division to put in writing any top awards received such as division/flotilla of the year, etc.

Information that can be included:

- Flotilla, Division or District logo
- Names and years of division commanders
- Old year/new year officers
- Listing of the order of events and presentations
- Special awards
- Awards presented to a member, flotilla or division at D-Train or N-Train
- Memorials
- Special thanks
- Information about the division or area

THE SCRIPT

The script is your plan for the event. It keeps you on track and is the one document with all the details. Once it is in draft form review it with someone knowledgeable about protocol.

The script keeps you on track, ensures that everyone who should be introduced is introduced, including spouses by name, with their name pronounced correctly and with correct title and in correct order, and that awards are given in correct order with the appropriate person assisting. Not doing this is disrespectful to attendees. Prepare the entire script of what is to be done and said and by whom well in advance of the event. Include a timeline to keep events on track.

Print the script in at least 14-point type and double spaced so that it is easy to read. Place the script in a binder on the podium and make all last-minute changes and notes in that script/binder. Have a copy of the script on the dining table so that someone in addition to the host can keep track and note and correct any problems that arise. Also, be prepared to “pencil in” last minute changes

Choose as the Master of Ceremonies (“MC”) someone who speaks smoothly, clearly, and comfortably in front of a group and is easy to understand. It does not need to be the division commander. Whomever is chosen as the MC needs to do four things: rehearse, rehearse, rehearse and practice using the microphone. **Do not wing it. Do not assume that you will remember the name of a spouse or a title.** A disorganized, poorly prepared, or unrehearsed script will have guests cringing in embarrassment.

Use a simple phonetic note to pronounce names. For example: for the Coast Guard Cutter Waesche the script would have “WAY-she” in parenthesis. Coast Guard Station Lake Ponchatrain would show “PONCH-eh-train.” Commander Richard Symons would show “SIM-ons.”

Practice reading the entire script out loud. It may sound fine in your head, but that does not mean that you will be able to say it aloud correctly. Just as you did for introductions, read each award or plaque and be sure you can pronounce each name.

AS THE EVENT GETS CLOSER

Gather the principals involved and go over the details. You can meet in person at the venue, hold an online meeting, or hold a conference call. Confirm who is doing what, when all the necessary items will arrive, and work out any remaining logistics. Read through the script, confirming that you have all awards in hand or who will bring every award listed. It is embarrassing to announce that the Flotilla Commander awards will be given and then realize that you do not have them with you.

Check the timing – is it realistic? The event needs to move along smoothly.

Practice using a microphone. If you are not experienced in this area, then ask for help. If you do not hold the microphone correctly your voice will not project and may cut in and out.

Review the room set up, food, and other details with the venue.

FINALIZE THE SEATING PLAN

Normally there is no long head table unless it is a formal evening event. If you choose to have a head table use appropriate protocol on seating. Use the Courtesy and Protocol Manual that is on the auxiliary national website.

Often active duty guests are critical at the lack of protocol. It has been heard many times when there is a protocol breach, “they are only Auxiliarists.” How embarrassing. Reference the protocol book, especially seating, rank, time in grade, who they represent, assignment, etc. Ask for help well in advance if you are unsure.

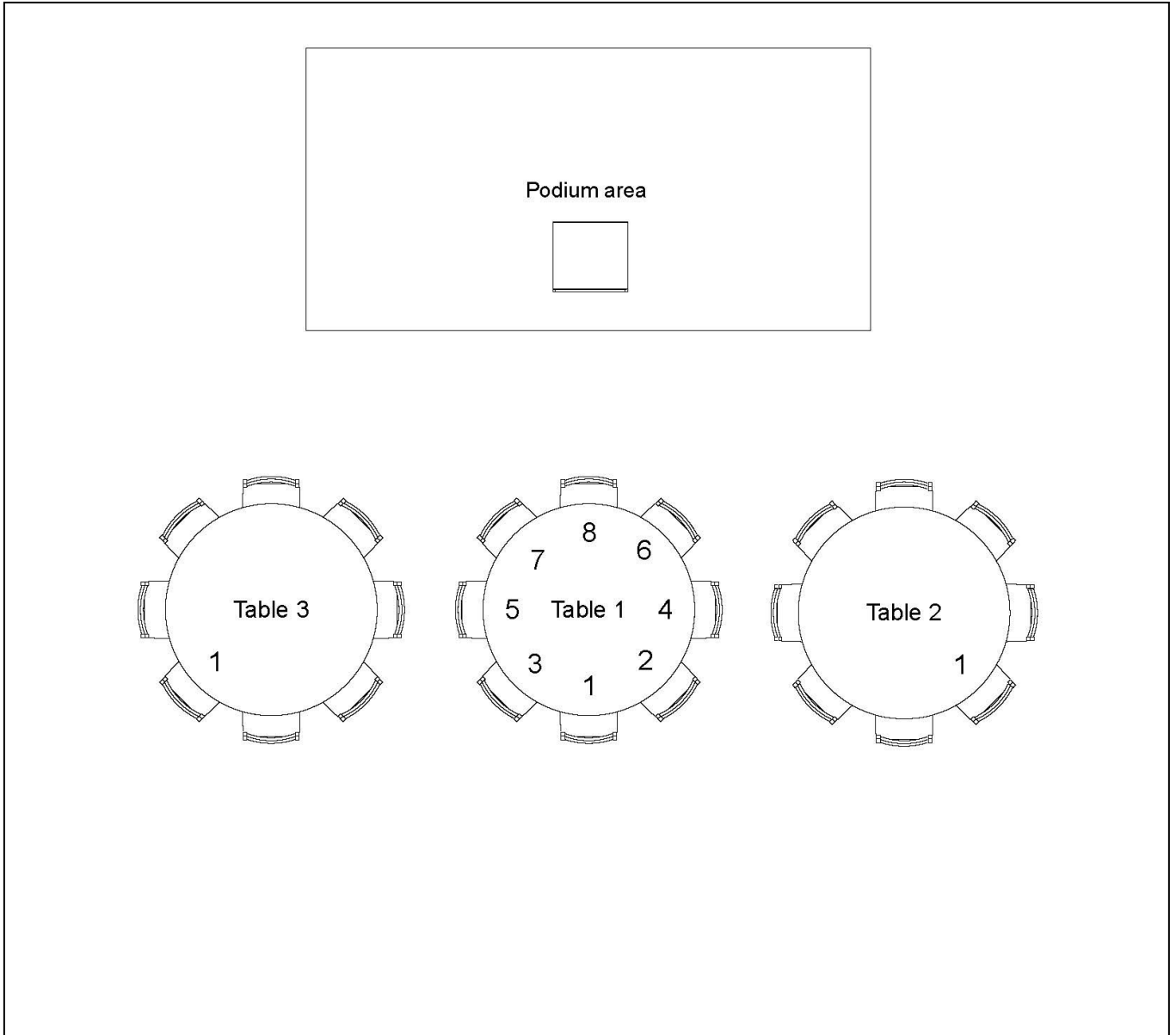
Round VIP tables should be set for 8 so that there is plenty of room for each guest. It would be good for all tables set for 8 but that is not always possible. Open seating is fine but not for Active Duty Coast Guard, Senior CGAUX attendees, and any other special guests. Place them at RESERVED tables near the podium to facilitate those who will speak or assist in giving awards. If they are allowed open seating they might sit together depriving your members of the opportunity to get to know them.

When placing name cards at the reserved tables place the ranking Auxiliarist at the 6 o'clock position facing the podium, shown as “1” on the illustration on the next page, and the ranking active duty attendee to the right in the 4 o'clock or 5 o'clock position, shown as number “2” or “4,” depending on whether a spouse or guest is included. The next ranking active duty would sit on the left at the 8 o'clock position, shown as “3” or “5,” again, depending on whether a spouse or guest is included, and the rest of the table filled in with Auxiliary members and guests. This seating arrangement takes some time and thought so handle it several days before the event.

Mix CG and Senior CGAUX attendees with Senior Division Officers. Review AUXMAN pages 12-13 through 12-22 for proper protocols and seating. Do not put all the ranking Auxiliary or active

duty at the same table. Spread them out as much as possible. Let the members get to know them, and they to know the members.

Seating Illustration



THE DAY OF THE EVENT

OGANIZERS AND STAFF ARRIVE EARLY

Check out the podium, all sound and video equipment, and any links to computers. Can you see and hear clearly from the back of the room? Podium – check in advance – is it high/low enough so that MC or presenter can read from the script easily.

Place flags/flag stands correctly.

FLAG GUIDELINES

When displayed from a staff in the meeting room, the national ensign will be accorded a position of superior prominence over any flag displayed in the same room. It is the only flag that may be displayed behind and to the right of the speaker's podium or head table. In other words, to the left of the audience. All other flags, including the Auxiliary ensign, displayed in the same room, will be placed on the speaker's left and to the audience's right.

Arrange reception, hat/cover, and door prize or raffle tables so they support a smooth movement of guests from the door to their seats.

Line up all awards in the order in which they will be presented. **Be sure that all awards are unwrapped.** Have a soft cloth to wipe off fingerprints, smudges, or. Attach notes to each group listing the person who will assist in the presentation such as DCO, Chief of Staff, DIRAUX or other ranking guest. Some awards have tape over the names. Remove the tape. You can cover the awards table with a tablecloth to keep awards a surprise. If you have people presenting awards or reading from the script, let them know beforehand that they will be called upon and when.

Check the podium and microphone. Are they high/low enough so that the MC and presenters can read easily and be seen by the audience. Make sure electronic systems work as needed. Projectors pre focused. Check sound levels, keeping in mind that when the room is filled with people there will be more noise and the volume may need to be increased. Also, placement of speakers is important. Those seated in front of the speakers will be blown away and those in the back still may not be able to hear.

ARRIVAL AND GREETING OF GUESTS

The host's responsibility is to be at the venue well in advance of the time helpers and then guests are expected to arrive. The senior officer of the organizational unit sponsoring the function is considered the host for invited guests unless other specific arrangements are made. The host has certain responsibilities toward and for your guests. It may not be possible or practical for you to personally take care of all the individual responsibilities. If this is the case delegate members to function as aides for each guest or group of guests as may be necessary.

Where will hats and coats be placed? Know which guests have reserved seats and have someone direct them to their seats, or give them the information. If they have not been assigned seating be certain that places are provided for them that are appropriate. If meal tickets will be picked up as the meal is being served give the tickets them to your guests when they arrive. Have at least one greeter who knows what the District Commodore, Past Commodores, Past Division Commanders look like, as well as any other special guests.

Sign in table and process for checks, credit cards, and cash. Mark off names as people arrive so that it is clear as to who has not arrived, especially VIPs. The list should include table number assignments or direction to general seating.

It is customary if drinks are being served to be sure that your guests are served if they so desire. If you cannot stay with your guests and introduce them to your members, have a member assume this responsibility. There is nothing more impolite than to have a guest who is not acquainted with your people be greeted at the door, given tickets and a copy of the program, and then left alone until the formal activities begin. This is embarrassing to your guest and speaks poorly of the division.

PHOTOGRAPHY

Take pictures Photograph everyone as they arrive, and while standing in groups before the event (no alcoholic drinks should be showing if they are in uniform). Photo each person as they receive an award, having set up a method to do this quickly so that it does not delay proceedings. After the event, set up a website where everyone can see their photo and use them in newsletters if desired. Most importantly for newer members who may be receiving awards for the first time, having a photo of them with their award is a plus. While all of this is optional, it is a worthwhile activity to encourage attendance.

CALL TO ORDER

Start on time! No delays unless there is a major glitch. If there is an unavoidable delay let those assembled know that there is a delay. Many of the Gold Side and district officers travel great distances to attend your event. Start on time and end on time.

Guests should stand at their table until the highest-ranking active duty or Auxiliarist sits down or gives them permission to be seated.

Turn off or silence cell phones

Honor Guard or flag march. If you are going to have any type of honor guard or march in the flags, rehearse many times until it is smooth and flawless or don't do it at all.

Note: New protocol for military personnel in uniform. When the “Pledge of Allegiance” is said, they stand at attention and DO NOT recite the pledge. Only the pledge leader recites it. You may also include the National anthem if you wish.

Include an invocation if you wish, being sure that it is short and non-denominational. An alternative to an invocation would be an inspirational reading or appropriate poem.

The POW/MIA ceremony is optional. If you do have this reading, be sure the reader has practiced and reads smoothly.

Welcome remarks by the Master of Ceremony. This usually is the DCDR but, again, anyone who is good at speaking from a podium is acceptable. Follow your script and mark each item as it occurs so that it is easier to find your place after you have looked away from the script.

INTRODUCTIONS

This is an Auxiliary Event. If it is a Flotilla event the Flotilla Commander and guest(s) are the first to be introduced. If it is a Division event the Division Commander and guest(s) are the first to be introduced.

Next, introduce the Coast Guard Senior attendees and CGAUX attendees in order of Rank/Position. Sector AUXLOs are introduced after the Senior Sector leaders. Alternate between a CG and CGAUX attendees. REMEMBER: The DIRAUX represents the District Commander (unless the District CG Chief of Prevention is present). He/she should be introduced: " Representing our District Commander, RADM XXXXXX, is CDR XXXX our Director of Auxiliary."

Spouses and significant others should be introduced along with their spouse or companion, by name, "Commander Shirley Smith, Director of Auxiliary and John Smith" or "Captain James Winters and Ben Tillman." Spouses hold the SAME Office/Rank as the member and should be treated as such. Spouses who have accomplishments on their own should be introduced separately as appropriate.

Always end the introductions with: "Did I leave anyone out?" If you are unsure as to the order of introductions, ask for help from your District Captain or District Protocol Officer well in advance.

Lengthy introductions for each person frequently are embarrassing to the individuals concerned and may prove boring to guests. Generally, only the principal speaker or speakers at the event require an introduction over and above their name and present title and that is done when they are being introduced as a speaker. Even then, it may be desirable to limit the special introduction to a brief description of the speaker's career achievements to date.

Be sure the people you introduce are there. Your script may call for you to introduce the spouse of an officer, but he/she was not able to attend. This is something that is handled at the reception table and then you are notified.

MEALTIME

Time to eat. If the meal is a buffet assign someone or ask the facility staff to direct tables toward the buffet. If the meal is served be sure you and the facility have an agreement as to when they can serve, and which table is to be served first.

Eating protocol dictates that when in uniform, wait until the highest "ranking" person at each table starts to eat. Reminder, this being an Auxiliary event, in most cases the Gold Side guest will wait for the highest-ranking Auxiliarist at the table to start eating.

MIND YOUR MANNERS DURING THE MEAL

Etiquette is a code of behavior or courtesy based on rules of a polite society. Manners are socially correct ways of acting as shown in widespread customs. Manners are based on kindness, respect, thoughtfulness, and consideration. The rules of etiquette may vary with the changing times, but good manners are timeless.

Follow these basic meal-time manners, especially if you are sitting with Active Duty:

- At assigned tables, when in uniform, wait until the highest “ranking” person starts to eat unless otherwise instructed.
- Use Wardroom etiquette regarding conversations and refrain from discuss in “sex, religion, or politics.”
- Elbows off the table
- Dinner rolls are broken into bite size pieces and then buttered, not cut in half and buttered, before being eaten
- Put your fork down between bites
- Cut food into small bite sized pieces
- Do not talk with food in your mouth
- Do not monopolize the conversation
- Hats, gloves, cell phones, cameras, purses, sunglasses, and so on do not belong on the table. If it is not a part of the meal, do not put it on the table. Hats and gloves belong on the hat table (combination hat) or under your belt (garrison hat). You may place cameras and purses under your chair.
- Unless you are expecting an emergency phone call, turn off your phone while in the dining room, and keep all electronic devices out of sight.
- If you must leave the table during dinner, say, “Excuse me, please,” with no explanation, and rise, placing your napkin on your chair. When leaving the table after dinner, place the napkin on the table in loose folds to the right of your plate. Do not refold, crumple, or twist it. Always push your chair to the table when you leave it

Toward the end of the meal it is OK to announce that the awards portion of the day will start in 10 minutes so that anyone who wants to take a break may do so. It is OK also to start the speeches while people are eating dessert if things are running behind schedule.

SPEECHES

Speeches or remarks should be limited to: SECTOR Commander, DIRAUX and DCO, in addition to any keynote speaker. Ask each person well before the event to be a speaker. (No surprises!). Other significant persons (AUXLO, OTO) can be asked to "Say a few words" if they will be giving out a set of awards such as the OTO giving out the Facility plates.

When introducing civilians, some explanation of the individual’s career indicating their qualification to speak on a subject is appropriate. Do not make the introduction longer than the

speech. Practice so that names and titles can be spoken fluently and easily when introducing your guests.

Before introducing a senior guest, you should examine your intent. If you plan to inform the audience regarding the individual's background, you may give a brief career resume. If the guest is to be your principal speaker, your introductions should, within one or two minutes, establish the credibility of your guest to speak on the intended topic or subjects, but only as he/she is getting up to give the speech or presentation. That introduction should help to launch the speaker into a successful talk. An extended discourse on the individual's military career and prior assignments probably would not serve that purpose.

If a biography is provided by the speaker it should be read "as written" in its entirety. Do not make any changes without that speaker approving. Often active duty have both long and short bios and if you are given the option to read either the long or the short version, read the short version. Again, **be sure to practice reading it and check with the person if there is a word you do not know how to pronounce.**

Tell the speakers ahead of time at what point in the program they will speak and how much time is allocated to them. They will understand time limitations.

PRESENTATIONS

Active Duty and Auxiliary Awards where a citation is read should be presented by their originator if possible. Typically, the Coast Guard Sector, Auxiliary District, Auxiliary Division, in that order. The script should reflect the order of the awards, who is presenting (which you have confirmed previously and reminded the person when they arrived) and the awardee, again being sure you can pronounce names correctly.

Awards should be accepted with the left hand so that the right hand is open to shake the presenting officer's hand.

Flotilla Commander Awards. To save time and keep things moving along, you may have all the FCs come up at once, and then one by one they can make their presentation. Be sure to hand them the plaque or a note with the name of the awardee. Give each a time limit, such as one minute.

Large trophies. Set these up in order of presentation as read in the script. Put Post-it notes on them with the name of the award and recipient's name folded under so that no one needs to look on the award for names. Depending on the lighting, the engraving can be difficult to read.

Star Awards. In the interest of saving time, some divisions no longer mention any star awards other than the 4-star or 5-star awards. The best events will acknowledge and give even the 1-star awards if the member is present. It is not necessary to read the list of names of 1 to 4-star recipients who are not present. Their names can be included in the program or projected on a screen. Read all awards announcing the total hours only, not the breakdown by category, in the interest of a shorter and more smoothly running event is. Members are more likely to attend the event if they know that they will be given an award in front of their peers. If your division has its own awards for hours or specific activity you may present them as a combined award to the person or present them separately. That is your choice.

If the official photographer is a member who is receiving an award have a backup photographer ready to go who knows how to operate the camera.

District staff gifts. Ask the DCO or Chief of Staff from the prior year to present the gift if he/she is present. If the gifts were distributed at a D-Train before your event, be sure to read the names.

CHANGE OF COMMAND CEREMONY - OMIT

This is an Auxiliary event, not active duty. We do not have a "command." Change of Command ceremonies are inappropriate. An outgoing Division Commander or Flotilla Commander can hand over a gavel or give a pennant. A ceremonial request "To Be Relieved" or "I Stand Relieved" is for active duty official Change of Command ceremonies only.

CLOSE AND FOLLOW-UP

RAFFLES, DOORPRIZES, SILENT AUCTION, VOICE AUCTION, CENTERPIECES

Once the awards have been presented and all the speeches given it is time for raffles, door prizes, auction results, and centerpiece distribution. Door prizes are given out without attendees needing to purchase a ticket. You can have one or many door prizes. Give each person a ticket or several tickets as they arrive.

If you are having what is called a "Chinese Auction," then the person gets both halves of the ticket, keeping one and putting the mate into a container in front of a specific item.

Centerpieces can be given as door prizes by pulling a ticket, or any number of simple/quick selections such as each table count off 1 to 6 or 8 or whatever and then you announce that the winner is a certain number.

Whatever method you select, move it along quickly. Have runners who take the item to the winner while the next number is being called. Make it fun and lighthearted.

Note: If there is a delay during an earlier part of the event, and you have a lot of door prizes to give out, hold a few of the drawings then.

CLOSING WORDS

Close with Thank You to the event facility/servers, event organizers, helpers (by name), and members and guests for coming. Give a final word of praise to the awards receivers and some words of encouragement for the coming year. Be sure to include all these names in the script and make eye contact, as much as possible, as people are mentioned.

Make a show of thanking the facility and staff. Giving a certificate of appreciation is optional.

POST EVENT FOLLOW-UP

Send thank you notes or letters to those who worked on the event, especially those who provided transportation, prepared centerpieces, or donated raffle items. Send thank you notes or letters to the District Bridge, active duty, community leaders and any non-division person who traveled a distance.

Shortly after the event have an after-action meeting about Keep - what went well and should continue; Stop - what did not go well and needs to stop; and Start - what new activity could be started to enhance the event. Take notes. Keep them. Look at them when planning the next Change of Watch and Awards event.

CONCERNS REGARDING THE DOLLAR AMOUNT OF FREE MEALS OR DOOR PRIZES WHICH MAY BE ACCEPTED BY THE ACTIVE DUTY

There is no issue regarding whether an active duty member, and guest, may accept the offer of a free meal for an auxiliary event or accept a door prize. The DSO-LP has stated that the receipt of door prizes by all guests (civilian, active duty or Auxiliary members) is allowable at Auxiliary fourth cornerstone events such as a change of watch or other social event.

There is no specific monetary limit for a door prize, but the organizers of the event must be reasonable since the door prize is funded by the hosting Auxiliary unit. The amount of any door prize gift shall be approved by the hosting unit. Of course, raffles are a gaming activity and are never allowed unless the state in which the raffle is conducted does not classify a raffle as a gaming event. In California, raffles, where attendees purchase tickets, are not allowed at Auxiliary events.

The provisions of Chapter 5 of the AUXMAN dealing with solicitations, gifts, donations and prohibited source checks, as well as the Code of Federal Regulations (CFR) are not applicable, since they pertain to gifts to federal government personnel or Coast Guard Auxiliary units from outside sources, not to gifts from an Auxiliary unit to attendees at a fourth cornerstone event. D-Train dinners as well as Change of Watch dinners and other Auxiliary fourth cornerstone events are not put on or funded by "outside sources" or outside parties, so the CFR sections are inapplicable.

The bottom line is that gifts from outside sources are subject to certain requirements; but door prizes funded by an Auxiliary unit are not regulated by the Code of Federal Regulations, and there is no prohibition on non-Auxiliarist guests receiving door prizes if they are attending the event as an invited guest.

ADDENDA

Copies of invitations, programs, scripts and other material used by various divisions are provided as examples and ideas only. All Division Commanders were asked for input. Guidance was also received from the District Commodore, District Chief of Staff, District Captains, Division Commanders, Past Division Commanders, past Commodores and the Auxiliary Affairs Specialist/Office Manager.

Samples

- Invitations
- Scripts

Reference document links on the Auxiliary National website, www.cgaux.org

- AUX manual references on Flag and Color Guard protocol
- AUX manual Chapter 10 - Uniforms
- AUX manual Chapter 12 – Guide to Customs, Courtesy, and Protocol for Auxiliary Units and Auxiliarists
- Flag placement at meetings and social events - *Auxiliary Division Procedures Guide*, COMDTPUB P16791.3 (series).