

Operations Worksheet 15 - Installation Ceremony (Reviewed/Revised - March 2013)

The Installation Ceremony Chair is a member of the Executive Committee (EC), and will occupy a position on that committee.

Background: Customarily, the President-elect sets the tone for the Installation Ceremony and is the officer in charge of developing that event, to include the selection of location, menu, and speaker. However, for continuity, the Chapter has created the Installation Ceremony Chair to work with the President-elect to ensure that the required items are completed in a timely manner.

Duties of the Installation Ceremony Chair include, but are not limited to, the following:

1. Work closely with the President or President-elect to ascertain that the needs of the Chapter are met with the selection of location and time for the ceremony.
 - a. Work with the President-elect in the selection of a speaker.
 - b. Work with the President-elect in the selection of a menu.
 - c. Work with the President-elect to develop a budget for the event.
 - d. Work with the President-elect to identify the Master of Ceremonies.
2. Work with the Database Manager to produce tent-style placards for each table such as those at [Attachment 1](#). When produced and approved, the placards will be sent to the Chapter printer to be printed.
3. Work with the Database Manager to produce a time-line script similar to that at [Attachment 2](#).
4. Ensure that flowers are ordered, if required, and that the room is adequately arranged to suit the event.

St Petersburg Hilton
January 19, 2013
Installation of Officers
Proudly presents:

St Petersburg Area Chapter,
Military Officers Association of
America



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Officers 2013

President - LTC Terry Carr, USA (Ret)
1st Vice President - Lt Col Dick Koch, USAF (Ret)
2nd Vice President - MAJ Joanne Taylor, USA (Ret)
Secretary - Mrs. Chris Lillich, AuxMbr-Spouse
Treasurer - Maj Pete Dawson, USAF (Ret)

Executive Advisory Board Members

Through December 31, 2013
Mrs. Virginia Balke, AuxMbr-A
LTC Hardy Bryan, USA (Ret)
CPT Barbara Stakk, USA (Fmr)

Through December 31, 2014
CDR Maureen Conners, USN (Ret)
Mrs. Pauline Edwards, AuxMbr-MC
Lt Col Bill Lewis, USAF (Ret)

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Master of Ceremonies - MAJ Ed Lillich, USA (Ret)
Installing Officer - CAPT Don Freese, USN (Ret)

Invocation - Chaplain (COL) George Brown, USA (Ret)
Presentation of Colors - MacDill AFB Color Guard
Pledge of Allegiance - MAJ Lillich

Head Table Introductions -
Mayor Bill Foster and Wendy
CAPT Don Freese, USN (Ret) and Sherry
LTC Terry Carr, USA (Ret) and Paulette
MAJ Ed Lillich, USA (Ret) and Chris



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Introductions:
Distinguished Members
Life Member Emeritus
Past Presidents

Awards Presentation:
Distinguished Member: CDR Bill Bolin, USN (Ret)
MAJ Ed Lillich, USA (Ret)
Life Member Emeritus: COL George Brown, USA (Ret)

•MOAA 5-Star Chapter Award

DINNER IS SERVED

- Installation Ceremony - CAPT Don Freese, USN (Ret)
- President's Remarks - LTC Terry Carr
- Guest Speaker: Mayor Foster
- Benediction - Chaplain George Brown

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2013

**St Petersburg Area Chapter
Military Officers Association of America**

Installation Banquet





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1845: **(Terry)** Brief welcome with introduction of Master of Ceremonies MAJ Ed Lillich, USA (Ret)

1850: **(Ed)** **Welcome** and introduction of Chaplain COL George Brown, USA (Ret) for the **invocation**

1855: **(Ed)** **Introduction of the Color Guard** from MacDill AFB

- Names as known

1857: **(Ed)** **“Color Guard, Present the Colors”**

1900: *(When the chapter flag is dipped)* **(Ed)** Please join me in the **Pledge to our Flag and Country**. (After the Pledge, the Color Guard departs on Ed’s command **“Color Guard, Dismissed”**)

1905: **(Ed)** **Explanation of MIA/POW Table**

1910: **(Ed)** **Head table introductions (w/ brief explanation on Mayor Foster’s absence):**

- (Empty Seat for Ed)
- Mrs. Chris Lillich, Chapter Secretary
- Mrs. Sherry Freese
- CAPT Don Freese, USN (Ret) Past Chapter Pres & FCOC Pres and member of MOAA BoD
- Mayor Bill Foster
- Mrs. Wendy Foster
- Mrs. Paulette Carr
- LTC Terry Carr, USA (Ret), Chapter President

1915: **(Ed)** **Introduce Distinguished Guests:**

- **Current MOAA Board of Directors member:**
 - CAPT Don Freese, USN (Ret)
- **Former MOAA National Auxiliary Advisory Board member:**
 - Mrs. Violet Smith, AuxMbr-Army

- **Chapter Life Members Emeritus present:**
 - Maj Gen Earl Peck, USAF (Ret)
 - Maj Peter Dawson, USAF (Ret)
 - Mrs. Violet M. Smith, AuxMbr-Army
- **Chapter Distinguished Members present:**
 - LCDR Paul Finley, USN (Ret)
 - CAPT Donald Freese, USN (Ret)
 - Lt Col Larry Fernald, USAF (Ret)
 - Mrs. Anita J. Harrow, PhD, AuxMbr-Navy
 - CWO4 Basil Burrell, USCG (Ret)
- **Past Chapter Presidents:**
 - Maj Peter Dawson, USAF (Ret)
 - LCDR Paul Finley, USN (Ret)
 - CAPT Don Freese, USN (Ret)
 - Lt Col Larry Fernald, USAF (Ret)
 - MAJ Ed Lillich, USA (Ret)
- **Other Guests:**
 - Mrs. Bobbie Walters, AuxMbr-Army, President, Military Officers Wives Club
 -

1920: **(Ed) Introduce Terry Carr for Awards Presentation:**

- Life Member Emeritus: COL George Brown, Jr., USA (Ret)
- Distinguished Member: CDR Bill Bolin, Sr., USN (Ret) and MAJ Ed Lillich, USA (Ret)

1930: **(Ed) Dinner is Served**

2020: **(Ed) Introduce Captain Don Freese, USN (Ret), who will perform the Installation Ceremony**

2035: **(Terry Carr) President's Remarks**

2040: (Ed) Introduce the Honorable Bill Foster, Mayor of St Petersburg

2043: (Mayor Foster talks)

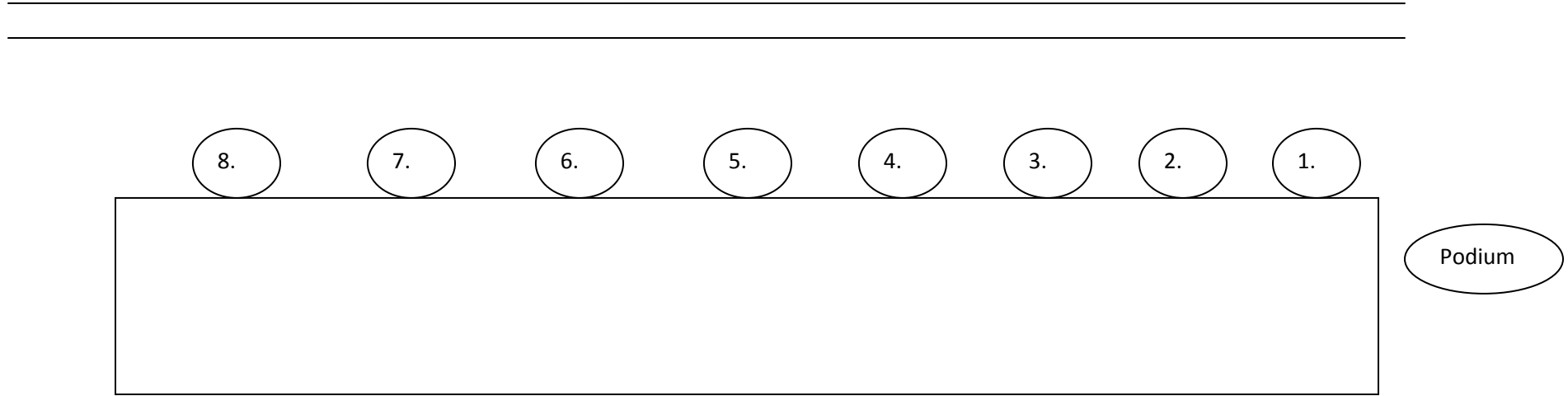
2100: (Mayor Foster) Q & A

2115: (Terry) Present the Chapter glasses to Mayor Foster

2120: (Ed) **Call Chaplain George Brown for the Benediction**

2122: The Bar is open

Head Table Seating Arrangement



- 1. MAJ Ed Lillich
- 2. Mrs. Chris Lillich
- 3. Mrs. Paulette Carr
- 4. LTC Terry Carr
- 5. Mayor Bill Foster

- 6. Mrs. Wendy Foster
- 7. Mrs. Sherry Freese
- 8. CAPT Don Freese

Suggested Installation Ceremony

Ed:

Ladies and gentlemen, it is now my privilege to introduce our distinguished guest Captain Donald Freese, USN (Ret), who will install the individuals who have been elected to serve as officers of this chapter during the next year.

(The outgoing president leaves the lectern and takes a seat.)

Captain Freese:

Will the secretary please call the names of the newly elected officers and will they please come forward.

(Secretary reads the names, and takes her position in the line-up)

Captain Freese:

Officers-elect, the members of the St Petersburg Area Chapter of the Military Officers Association of America have shown confidence in your abilities by electing you to your respective offices. I now ask each of you, do you accept the office to which you have been elected?

Officers-Elect:

I (we) do.

Captain Freese:

Please raise your right hand, and repeat after me:

"I accept the office to which I have been elected. I will perform the duties of that office to the best of my ability and will, in all my actions, strive for the good of the chapter. I will uphold and enforce the chapter's bylaws and will promote the purposes of the Military Officers Association of America. All of this I now affirm in the presence of the members here assembled and before God and the flag of my country."

Please lower your hands.

Captain Freese:

Officers-elect, I now install each of you into the office to which you were elected and charge each of you to be faithful and diligent in discharging your responsibilities.

Captain Freese:

Chaplain, would you please ask for God's blessing on this chapter and its officers?

Chaplain:

Would you please rise?

Let us pray: "Eternal God, you have instructed us that we have to be leaders, that we must be servants of all and endeavor to meet the needs of others. Look with favor, we pray, upon these your servants whom we have elected and whom we now install as officers of our organization. Amen."

Captain Freese:

President Terry Carr, the chapter is again in your charge, and I give you this gavel as a symbol of your authority and responsibility.

Ladies and gentlemen, the elected officers of the chapter for the next year have been duly installed. Will you all please join me in a round of applause for your new officers?

At this time, I will present the new president with a MOAA Chapter President's lapel pin and then offer the new president the opportunity to make some comments.