

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**DINNER DANCE – FALL
CONFERENCE**

No. **21**

Date Created: 23 Sep 1995

Revised:

The following is a suggested program outline. Each event should be timed and every effort made to keep time at a minimum.

1. Officers and their spouses who will be sitting at the head table shall assemble outside the hall.
2. Aide to the D/F/Lt will have the primary responsibility of coordinating the processional with the emcee maintaining a reasonable schedule.
3. Aide to the D/F/Lt will advise each officer and spouse, before entering the hall, of their seating arrangements at the head table to avoid any confusion in locating their proper seats.
4. Emcee asks the audience to take their seats and introduces himself, comments, etc.
5. Processional:
 - A. Each couple will enter the hall immediately after they have been introduced by the emcee. They should proceed to the platform and remain standing.
 - B. Emcee will introduce the next couple as soon as the previously introduced couple reach the edge of the head table, not waiting until they reach their seats.
 - C. Emcee will NOT introduce the District Commander and spouse until all couples at the head table are in position and standing behind their chairs.
 - D. The following is the order of the processional regardless of the seating arrangement:
 1. Host squadron commander
 2. Treasurer
 3. Secretary
 4. Administrative Officer
 5. Educational Officer

6. Executive Officer
7. Chief Commander or representative
8. District Commander

6. All persons at the head table shall remain standing until the District Commander and spouse are seated after the invocation.
7. Emcee calls upon all to rise and stand for the chaplain for the invocation.
8. Chaplain gives the invocation.
9. Emcee asks all to be seated and announces dinner.
10. At conclusion of dinner emcee calls the audience to order.
11. Emcee introduces the host squadron commander. Commander's comments to be directed toward welcome, thanks for coming etc.
12. Emcee introduces District Commander. The D/C's comments should include thanks to the host commander and squadron members.
13. D/C introduces:
 - A. Civilian guests
 - B. P/D/C's by year of office, noting other current offices held.
 - C. Chief, vice, rear and staff commanders not already introduced.
14. D/C calls on Chief Commander (or representative) for comments.
15. (Hold open)
16. (Hold open)
17. D/C asks the host squadron commander to introduce the squadron conference committee chairman and the committee members so they can stand and be recognized.
18. Emcee makes pertinent announcements - introduces door prize chairman (if appropriate), calls for dancing, etc.

NOTE: Each speaker should be apprised of timing limitations and strongly encouraged to adhere to the schedule.

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SOP 21 HISTORY:

CREATED: 23SEP1995

REVISED: