

Spring 2025 Awards Banquet – Roles, Responsibilities, and Timeline

Event Date: 3 May 2025

Location: 1650 Kenly Ave, Lackland Air Force Base, TX 78236

Event Start Time: 1100

Cadet/Guest Show Time: 1030-1045

Contact Information:

- C/Scott: (210) 294-4782
- C/Anifowoshe: (346) 715-4896

*****Check-in with C/Scott upon arrival to get briefed on expectations for your role*****

Master of Ceremonies

Cadets: C/Bushong & C/Graschel

Arrival Time: 0900

UOD: Full service dress

Details:

- Review and rehearse the ceremony script in advance.
 - Ensure smooth transitions between segments.
 - Coordinate with audio/visual support cadet (C/Martin) and check-in team (C/Oyarekhua & C/Olivares) as needed.
 - Complete a full run through with honor guard and POW/MIA table (timing is important here)
 - **Stop practicing NLT 1025.**
 - Be on standby and ready to take the mic at 1055 to begin the banquet at 1100
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Honor Guard

Cadet Lead: C/Valadez

Cadets: C/Shook, C/Palanca, C/Pena

Arrival Time: 0900

Details:

- Complete a full run through with the MCs (C/Bushong & C/Graschel)
 - Practice needs to be complete **NLT 1025**
 - Ensure uniforms are sharp and complete (don't forget U.S. insignia)
 - Select two cadets to assist with distributing awards during the ceremony (keep gloves with you)
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POW/MIA Table Setup

Cadet Lead: C/Fresquez

Cadets: C/Talamantez, C/Gussman, C/Davis

Arrival Time: 0900

Details:

- Bring all materials for the table (tablecloth, single rose, candle, lemon slice, salt, glass, etc.).
 - Ensure setup and practice is completed before guest arrival (**NLT 1025**)
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Audio/Visual Support

Cadet: C/Martin & C/Dzogbenuku

Arrival Time: 0900

Details:

- Bring a laptop with an HDMI port and an HDMI cord (if possible)
 - Test projector and speakers with slides and music.
 - Do a full run through of all slides and videos for the event. (Complete **NLT 1025**)
 - Have the yearly recap slides going by **1025**
 - Coordinate with MCs (C/Bushong & C/Graschel) and the National Anthem singer (C/Sanchez).
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Invocation

Cadet: C/Fuller

Arrival Time: 0930

Details:

- Bring a printed copy of the invocation for your use
 - Coordinate briefly with MCs (C/Bushong & C/Graschel) to understand placement in the program and practice prior to the start of the event (**NLT 1025**).
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National Anthem

Cadet: C/Sanchez

Arrival Time: 0930

UOD: Full service dress

Details:

- Coordinate with A/V (C/Martin) and MCs (C/Bushong & C/Graschel) to ensure music cues are ready.
 - Do a full run through prior to **1025**
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Check-In

Cadets: C/Oyarekhua & C/Olivares

Arrival Time: 0930

Details:

- Bring personal laptops to manage the check-in list.
 - **+** OfficialAwardsBanquetCheckIn
 - Ensure cadet and guest names are checked off in a timely and orderly manner.
 - Provide tickets depending on their indicated meal selection
 - **Red:** London Broil
 - **White:** Chicken Marsala
 - **Green:** Vegetarian Lasagna
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Ushers

Cadet Lead: C/Schrecker

Cadets: C/Molloy, C/Burton

Arrival Time: 0945

Details:

- Welcome and guide distinguished visitors to their assigned seats.
 - Remain visible and helpful during guest arrival.
 - Answer basic questions and assist with guest needs.
 - Help with overall set-up prior to the arrival of guests.
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Public Affairs (Photographers)

Cadet Lead: C/Hernandez

Cadets: C/Mason, C/Anderson (Zoe)

Arrival Time: 1000

Details:

- Take candid photos during guest arrival and prior to the start of the awards presentation.
 - Be mindful of camera storage and battery—do not exhaust either before the awards portion begins.
 - If available, bring a backup battery and memory card as a precaution.
 - Capture group shots of guests at their tables and key moments during the Awards Presentation.
 - We'll aim to have a chair positioned at the center of the room so you can sit and still get clear shots during the ceremony, as this portion typically runs long.
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Bundt Cake Pick-Up

Cadet: C/Douglas

Pick-Up Time: NLT 0925

Details:

- Location: Nothing Bundt Cakes
 - 17038 Fiesta Texas Dr Suite 110, San Antonio, TX 78256
 - The order should be under Julia (Lemon flavor Sample Tray)
 - Notify C/Scott after pickup and immediately if there are issues
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Sheet Cake Pick-Up

Cadet: C/Jackson

Pick-Up Time: NLT 0925

Details:

- Location: Sam's Club (cake is under the name "Julia Scott")
 - 5565 De Zavala Rd, San Antonio, TX 78249
- Confirm it is a full sheet cake.
- Check for the enlarged Det logo on top
- Check for blue top rim and white bottom rim of icing.
- Notify C/Scott after pickup and immediately if there are issues.
- Proceed directly to the Gateway Club for the awards banquet.



Contact C/Scott or C/Anifowoshe with any questions or concerns. Thank you all for your support!